

Solicitation Document

Title : **Office, Imaging & Document Solutions**

Solicitation Number : **3FNJ-C1-000001-B**

Refresh Number : **17**

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COVER PAGE

FOR A LIST OF THE CHANGES MADE SINCE THE ISSUANCE OF THE LAST SOLICITATION FOR THE SUPPLIES/SERVICES COVERED HEREIN, PLEASE SEE THE ATTACHMENT ENTITLED "SIGNIFICANT CHANGES".

Begin Regulation

CP-FSS-1-C (MAY 2000)

Solicitation No. 3FNJ-C1-000001-B Refresh 17

WORLDWIDE FEDERAL SUPPLY SCHEDULE CONTRACT FOR

(a) FSC GROUP 36 PART (N/A) SECTION (N/A)

COMMODITY: Office, Imaging and Document Solutions

FSC CLASS(ES)/PRODUCT CODE(S): (N/A)

(b) STANDARD INDUSTRY GROUP: (N/A)

SERVICE: (N/A)

SERVICE CODE(S): (N/A)

ANY INFORMATION THAT MAY BE DESIRED ON THIS PARTICULAR SOLICITATION

CAN BE OBTAINED FROM THE ISSUING OFFICE ADDRESS SHOWN HEREIN.

Begin Regulation

CP-FSS-18 NEW SCHEDULE PERIODS (NOV 1997)

Effective immediately, this Federal Supply Schedule will no longer have a prescribed beginning and ending date. The schedule period will be continuous, and will contain contracts with contract periods that commence on the date of award (DOA) and expire in five years (exclusion of any options) from the DOA. In addition, Multiple Award Schedule solicitations will become "standing" opportunities for new offers. Unless otherwise noted in the solicitation, new offers may be forwarded at any time. Finally, the Government will award contracts for identical brand name items when offers are determined to be fair and reasonable to the Government.

Begin Regulation

CP-FSS-19 PRICING (DEC 1998)

Offerors are advised that separate pricing may be submitted for different countries if separate pricing is consistent with the offeror's commercial sales practice.

Begin Regulation

CP-FSS-3 NOTICE: REQUESTS FOR EXPLANATION OR INFORMATION (MAR 1996)

Oral or written requests for explanation or information regarding this solicitation should be directed to:

GENERAL SERVICES ADMINISTRATION

Address: THE STRAWBRIDGE BUILDING
ATTN: SHANNON STANFORD OR JAMES CONCANNON
20 N. EIGHTH STREET, 10TH FLOOR
PHILADELPHIA, PA 19107-3191
E-MAIL: shannon.stanford@gsa.gov or james.concannon@gsa.gov
FAX: (215) 829-2758

or

Phone (215) 446-5058 or (215) 446-5020.

IMPORTANT: DO NOT ADDRESS OFFERS, MODIFICATIONS OR WITHDRAWALS TO THE ABOVE ADDRESS. THE ADDRESS DESIGNATED FOR RECEIPT OF OFFERS IS CONTAINED ELSEWHERE IN THIS SOLICITATION.

Note: Regulation CP-FSS-3

THOUGH OFFERS, MODIFICATIONS, OR WITHDRAWALS MAY BE ADDRESSED TO THE ABOVE ADDRESS, PLEASE USE "ATTN: 3QSAD" ONLY. THEREFORE, PLEASE DISREGARD THE LAST PARAGRAPH OF CLAUSE CP-FSS-3.

Begin Regulation

CP-FSS-6 ELECTRONIC DATA INTERCHANGE (EDI) ORDERING (JAN 1994)

Offerors are advised that the Federal Supply Service is expanding use of electronic communications to exchange business documents. The Placement of Orders clause contained in this contract provides that orders may be placed using Electronic Data Interchange (EDI) procedures.

Begin Regulation

552.219-71 NOTICE TO OFFERORS OF SUBCONTRACTING PLAN REQUIREMENTS (JUN 2005)

The General Services Administration (GSA) is committed to assuring that maximum practicable opportunity is provided to small, HUBZone small, small disadvantaged, women-owned, veteran-owned, and service-disabled veteran owned small business concerns to participate in the performance of this contract consistent with its efficient performance. GSA expects any subcontracting plan submitted pursuant to FAR 52.219—9, Small Business Subcontracting Plan, to reflect this commitment. Consequently, an offeror, other than a small business concern, before being awarded a contract exceeding \$500,000 (\$1,000,000 for construction), must demonstrate that its subcontracting plan represents a creative and innovative program for involving small, HUBZone small, small disadvantaged, women-owned, veteran-owned, and service-disabled veteran owned small business concerns as subcontractors in the performance of this contract.

SUPPLEMENTARY INSTRUCTIONS

- DO NOT PUNCH HOLES IN PROPOSALS OR SEND THEM IN BINDERS OF ANY SORT.
- OFFERORS MUST COMPLETE THE "VENDOR RESPONSE DOCUMENT" AND NEED NOT RETURN THE "SOLICITATION" FILE.
- The attached document entitled Proposal Checklist details the items prospective offerors for this solicitation

are required to submit as a proposal. In particular, please note the following:

- Vendor Response Document
- Standard Form (SF) 1449
- Past Performance Evaluation (PPE), or Open Ratings Report;
- Pathways to Success Training Certificate (Click on the tab "Vendor Training" to access this free, web-based training. The training session is less than two hours total and covers the major factors your organization should consider prior to submitting an offer to GSA.)

- Prospective offerors for this solicitation are also required to register with the:
 - the Online Representation and Certifications Application (ORCA) database at <https://orca.bpn.gov>.
 - (Changes particular to this solicitation should be noted in the Vendor Response Document.)
 - Central Contractor Registration (CCR) database at www.ccr.gov.

- Please refer to the attached SF 1449.
 - Block 6 notes the date this solicitation Refresh was issued. After 30 days, GSA reserves the right to reject proposals using an earlier Refresh number or require updates before a contract award.
 - Block 9 notes the Issuing Office of this solicitation. Proposals and requests for information regarding MAS 36 should be sent to this address.
 - Block 12 requests Discount Terms. The offeror shall enter their proposed Prompt Payment terms (i.e., 2% 10; 1% 20; Net 30) here and provide product discounts elsewhere when requested.
 - Block 17a requests information regarding the Contractor/Offeror. The offeror shall include the company's name, address telephone and DUNS Number (i.e. 123456789).

- See clause C-FSS-370 in regards to recovery of travel expenses;

- Due to the variety of products addressed by this schedule, both FOB Destination and FOB Origin clauses are included. When proposing, vendors should address those clauses which best match their commercial practices.

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Part I - GOODS & SERVICES

THE FOLLOWING IS A LIST OF SPECIAL ITEM NUMBERS (SINs) WHICH ARE INCLUDED IN THIS SCHEDULE. CONTRACTS MAY BE AWARDED FOR ONE OR MORE OF THESE SINs.

CONTRACTORS ARE REQUESTED TO COMPLETE THE VENDOR'S RESPONSE DOCUMENT BY NOTING THE APPLICABLE SINs AND NORTH AMERICAN INDUSTRIAL CLASSIFICATION SYSTEM (NAICS) CODE FOR THE ITEMS THEY ARE OFFERING.

(PLEASE RECOGNIZE THAT SINs 20-220, 51-101-7, 47-147, AND 50-180 ARE SET-ASIDE FOR AWARD TO SMALL BUSINESSES ONLY. Contracts for all remaining SINs may be awarded to businesses of any size.)

Group Name: Document Management Products, Systems, Services & Solutions

51 501 --- Needs Assessment and Analysis Services

Needs assessment and analysis services provide professional support in analyzing and developing customer's requirements. Based on the customer's overall objectives, the contractor conducts a comprehensive need assessment and analysis of the customer's current and required capabilities. Based on the assessment and analysis, the contractor develops and provides detailed recommendations in meeting the customer's objectives (e.g., required platforms, operating systems, user interfaces, network support, application software, equipment requirements, specific equipment including application software meeting the requirements, quantity and location of the required equipment and software, maintenance of the required equipment and software, consumable supplies and replacement items, training, and required processes, procedures, and controls. In addition, the contractor provides recommendations for acquiring a wide spectrum of equipment offered herein (e.g., document management systems, digital cameras, photographic equipment, laboratory imaging systems, mailroom machines and mailmobile delivery systems binding equipment) and services (e.g., purchases, lease (e.g., LTOP and Operating), rentals, conversion of rentals to purchase, leasing, cost-per-copy, flat-rate monthly fee, document production outsourcing, document conversion, educational and training, destruction, litigation), a milestone schedule for acquiring and deploying the recommended equipment including the required training, and the projected costs. Operational management support services are typically used to effectively implement the recommendations contained in a needs assessment and analysis report. NOTE 1: Needs assessment and analysis services are usually employed for complex systems/equipment for which the customer needs professional assistance in acquiring a clearer and more comprehensive understanding of the total requirements (e.g., laboratory imaging system, mailmobile systems, copiers and/or duplicators having multiple and/or unique operational and maintenance requirements which are located in diverse locations), the schedule requirements, and projected risks and costs. NOTE 2: When the contractor conducts a limited review and provides recommendations (i.e., similar to what is normally provided at no cost to commercial and/or government potential customers), then the extensive needs assessment and analysis services available under this SIN would not normally be employed.

NOTE: NAAS provides for professional support in analyzing and developing customer requirements. Regardless of the specific approach and strategies described in the technical proposal for each work segment, the work in general shall include consulting services, and other related services. THIS SIN MAY INCLUDE ASSESSMENT SERVICES FOR COMPLIANCE WITH THE REQUIREMENTS OF SECTION 508 OF THE REHABILITATION ACT, WHICH IS AN INITIATIVE TO ENSURE THE ACCESSIBILITY OF ELECTRONIC AND INFORMATION TECHNOLOGY TO INDIVIDUALS WITH DISABILITIES AND MAY ALSO INCLUDE SPECIAL SECURITY

REQUIREMENTS TO MEET AGENCY'S NEEDS.

Note: Survey instruments may be offered in conjunction with consultation services. However, surveying services are covered under the MOBIS schedule.

- Consultation Services- Offerors shall specify the Labor Category (ies) proposed and the hourly and daily rates for each. The total price for consultation services will be established at the time the Task/Delivery Order is placed and will be based on the prices offered herein. The estimated number of hours negotiated with the agency and the labor category (ies) provided will be shown on the resultant Task/Delivery Order. Contractors shall provide expert advice, assistance, guidance or counseling in support of agencies' management, organizational and business improvement efforts. They may also include studies, analyses and reports documenting any proposed developmental, consultative, or implementation efforts.

STATEMENT OF WORK (SOW) FOR SIN 51 501 NEEDS ASSESSMENT AND ANALYSIS SERVICES (NAAS)**Objectives/Purpose**

The work involved in this contract consists of assisting agencies with NAAS efforts in their organizations. Regardless of the specific approach and strategies described in the technical proposal for each work segment, the work in general shall include consulting services, and other related services. Survey surveying may be offered in conjunction with consultation services.

NAAS provides professional support in analyzing, assessing, and developing a customer's requirement as it relates to more efficient use of Office Equipment (e.g., laboratory systems, network optical and imaging systems, services (i.e., records management, document management, network connectivity support) as they relate to this RFP. Based on the agency's overall objectives, the contractor will conduct a comprehensive needs assessment and analysis.

This SIN may include assessment services for compliance with the requirements of section 508 of the rehabilitation act, which is an initiative to ensure the accessibility of electronic and information technology to individuals with disabilities. Also, this Service may include recommendations for security/biometrics products.

The contractor will provide recommendations for fulfilling the agency's needs, such as, but not limited to: surveys, technology assessment, purchases, rentals, conversion of rental to purchase, leasing, cost-per-copy, flat-rate monthly fee, document management services, and software applications.

This procurement will provide a full range of services including but not limited to consultation, and support services to support or improve the effectiveness of Federal management processes and procedures.

Contractors will perform all requirement(s) as specified in task and delivery orders under this Federal Supply Schedule (FAS) in accordance with their commercial industry practices.

Scope of Work

Upon the agency's request, contractors may provide a full range of services to support the requirements as a result of the needs assessment and analysis. The contractor may offer the

following services but is not limited to:

- **Consultations Services** – Contractors shall provide expert advise, assistance, guidance or counseling in support of agencies' management, organizational and business improvement efforts. They may also include studies, analyses and reports documenting any proposed developmental, consultative, or implementation efforts.

General Requirements:

The following general requirements are applicable to NAAS.

The contractor must have the capability to provide an overall assessment of a comprehensive turnkey solution. The contractor must clearly define the agency's requirements linked to the strategic goals to ensure high quality, cost-efficient solutions. The contractor must investigate the degree of importance based on objectives to determine the best strategy that will fulfill the requirement. The contractor must have the capability to collect data that is current and accurate and must maintain the integrity of the investment. The contractor must establish an ongoing dialogue with the agency to discuss the status, report on progress against current work schedule, understand any new issues, or concerns, report on standard product enhancements/revision plans, etc. This ongoing dialogue will allow the government to assess the performance against the original requirements and milestone schedule. The contractor must deploy a solution that is logically planned, sufficiency secured, easy to apply, administer, and manage. The contractor's results must be consistent with the scope of the agency requirements. Although, the contractor will make recommendations, the agency will be the final approving official. Deliverables: Depending upon the ordering agency the final report may include projected cost, a milestone schedule, and recommendations. Also, upon the agency's request, the report may be presented to the agency by various means. For example written document, oral presentation, cassettes, and videotapes. The Contractor warrants all services in accordance with the commercial practice. The price of the warranty shall be included in the purchase price of the item.

Sales: \$21,271,773

Sales Period: Oct 1, 2006 to Sep 30, 2007

Cooperative Purchasing: No

Set Aside: No

FSC/PSC Code : D311

Maximum Order : \$1,000,000

NAICS

Number	Description	Business Size
541370	Surveying and Mapping (except Geophysical) Services	\$4.5 million
541611	Administrative Management and General Management Consulting Services	\$6.5 million

51 503 --- Education and Training Support Services

Education and training support services provide the customer with a comprehensive knowledge (e.g., operational capabilities, user-training, maintenance training, repair techniques) of products offered herein (e.g., color copiers, computer-enhanced copiers, special-application copiers, multi-functional digital copiers, duplicators, high-speed printers, scanners, digital cameras, software applications, photographic laboratories, shredding machines, mailmobile delivery systems, media storage, network and optical systems), procedures, processes, and applications. Services may include (e.g., destruction, document conversion, records management and photographic) Training may be offered in various forms:

(e.g., onsite/offsite, CD ROM based training, interactive on-line training). Note: Training of personnel that is required to be provided at initial installation or during the course of the contract and training that is normally provided by the contractor to commercial and/or government customers (at no additional cost to the customer) is not included.

NOTE: Offerors shall provide a schedule of available training courses offered. Offerors shall indicate the minimum number of participants per course. Courses shall include all costs for the minimum number of participants. In cases where less than the minimum number of students participates, and the ordering agency has paid for the minimum indicated, any excess material becomes the property of the agency. The types of training may be standard and/or customized to meet the agency's need but must be directly related to the product lines covered under this schedule.

Use one sheet per course unless information for different courses is identical. If it is identical, then the applicable courses must be attached to the front of each of the following price data, sheets submitted. (i.e., only one sheet as follows is required for each set of identical data, regardless of number of courses offered). Training must be directly related to the product lines under this schedule.

Schedule of Training

Course Price Data Sheet

Title of Course: _____

Length of Course (Number of Hrs/Days):

Total Price of Course for

Minimum Number of Participants: \$_____ Minimum Number of Participants:

Commercial/Non-Gov't Price: _____

Applicable Gov't % Discount _____

(if applicable) Price Per Each Addition

Participant in Excess of the Minimum: \$_____

(i.e., If the total price of the course is \$100 and the minimum number of participants is 10, then the base price of the course is \$10 per participant. However, the price for additional students is \$1.00 each, up to the maximum number of participants (if applicable).

(if applicable) Quantity Discount for _____qty _____% _____qty _____%_____qty

_____%_____qty _____%

additional participants in excess of _____qty _____%_____qty _____%_____qty

_____%_____qty _____%

the minimum:

(i.e., If the total price of the course is \$100 and the minimum number of participants is 10, then the base price of the course is \$10 per participant. However, the price for 11-15 students is \$9.50 each then the discount for 11-15 students is 5%. If the price for 16-20 participants is

\$9.00 each then the discount for 16-20 participants is 10%)

Maximum Number of Participants
(if applicable):

STATEMENT OF WORK (SOW) FOR 51 503 EDUCATION AND TRAINING SUPPORT
SERVICE (ETSS)

SCOPE

The Contractor shall provide training courses normally available to commercial customers, which will permit government users full, efficient use of the commercial products available in this solicitation. ETSS shall provide the Government comprehensive knowledge (e.g., operational capabilities, user training, maintenance training, repair techniques) of equipment (e.g., color copiers, computer-enhanced copiers, engineer copiers, multi-function digital photocopiers, duplicators, high speed printers, scanners, mail management equipment, photographic equipment, etc.) and software applications. Training under this SIN must be standard or customized commercial courses on the use of the equipment and must not include coursework on principles of records management, either commercial or government. Training of user personnel that is required to be provided under the contract (e.g., at initial installation) and training that is normally provided by the contractor to commercial and/or government customers at no additional cost to the customer. Contractors may provide customized training and/or off the shelf training packages as well as off-the shelf training packages customized to the agency's specific needs related to the operational capabilities, user training and maintenance training of document management equipment. Customization of off-the-shelf training may include but is not limited to: workbooks; training manuals; slides; videotapes; overhead transparencies, advanced presentation media; and state-of-the art computer based training.

The Contractor shall provide training at the Contractor's facility and/or at the Government's location, as agreed to by the Contractor and the Government.

ORDER

Written orders, EDI orders (GSA Advantage! and FACNET), credit card orders, and orders placed under blanket purchase agreements (BPAs) shall be the basis for the purchase of training courses in accordance with the terms of this contract. Orders shall include the student's name, course title, course date and time, and contracted dollar amount of the course.

SCHEDULING

The Government will notify the Contractor at least fourteen (14) days before the scheduled training date, if a student will be unable to attend. The Contractor will then permit the Government to either cancel the order or reschedule the training at no additional charge. In the event the training class is rescheduled, the Government will modify its original training order to specify the time and date of the rescheduled training class.

In the event the Government fails to cancel or reschedule a training course within the time frame. The Government will be liable for the contracted dollar amount of the training course. The Contractor agrees to permit the Government to reschedule a student who fails to attend a training class within ninety (90) days from the original course date, at no additional charge.

The Government reserves the right to substitute one student for another up to the first day of class.

In the event the Contractor is unable to conduct training on the date agreed to by the Contractor and the Government, the Contractor must notify the Government at least seventy-two (72) hours before the scheduled training date.

FOLLOW-UP SUPPORT

The Contractor agrees to provide each student with unlimited telephone support for a minimum period of 6 months from the completion of the training course. During this period, the student may contact the Contractor's customer service representative for refresh assistance and answers to related course curriculum questions.

INVOICES AND PAYMENT

Invoices for training shall be submitted by the Contractor after Government completion of the training course. Charges for training must be paid in arrears (31 U.S.C. 3324). **PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.**

FORMAT AND CONTENT OF TRAINING

The Contractor shall provide written materials (i.e., manuals, handbooks, texts, etc.) normally provided with course offerings. Such documentation will become the property of the student upon completion of the training class.

The Contractor shall provide each student with a Certificate of Training at the completion of each training course. The Contractor shall provide the following information for each training course offered:

The course title and the brief description of the course content, to include the course format (e.g., lecture, discussion, hands-on training);

The length of the course;

Mandatory and desirable prerequisites for student enrollment;

The minimum and maximum number of students per class;

The locations where the course is offered;

Class schedules; and

Price (per student, per class (if applicable)).

For those courses conducted at the Government's location, instructor travel charges (if applicable), including mileage and daily living expenses, must be indicated below. Rates paid as a result of travel must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Contractors cannot use GSA City Pair Contracts.

Sales: \$205,642

Sales Period: Oct 1, 2006 to Sep 30, 2007

Cooperative Purchasing: No

Set Aside: No

FSC/PSC Code : D311

Maximum Order : \$1,000,000

NAICS

Number	Description	Business Size
611519	Other Technical and Trade Schools	\$6.5 million

51 504 --- Records Management Services

Record management services provide a comprehensive capability to solve the complex challenges posed by the movement, manipulation, archiving, security, and management of records. The contractor provides professional management and administrative support personnel having the necessary skills to perform effective record management services for both classified and/or unclassified records. The services are provided using either Government or contractor equipment and facilities or a combination of both. The contractor provides those services necessary to meet the following record management objectives using Government equipment and facilities. The Record management objectives are to maintain the existing file room in a manner that permits the easy location, retrieval, and storage of files. File Organization and Maintenance Services - Generally on-site services i.e., organization of files not for storage, tracking of files, information and documents indexing, scanning, labeling, bar-coding and filing. Storage Services - (Generally preparation of files for pick-up, storage and retrieval of records. Storage Facilities must conform to NARA standards)

NOTE: STATEMENT OF WORK FOR SIN 51 504 RECORDS MANAGEMENT SERVICES-

Note: Ordering Agencies are responsible for ensuring that Vendors comply with all (National Archive and Records Administration) NARA Regulations and Certifications.

Purpose:

RMS will provide various federal activities technical support and solutions, i.e., file management and file storage, for managing records including files and documents by using state of the art records and information management solutions. This will enable ordering agencies to track, access, and retrieve documents and/or information in a timely manner throughout the entire life cycle of the record.

Scope of Work

For the purposes of this contract, RMS is divided into two sections: (a) File Organization and Maintenance Services; and (b) Storage Services.

The contractor is responsible for providing personnel, materials, software, equipment, and as applicable, facilities to perform all work requirements as will be indicated in an ordering agency's task order.

RMS includes the management of records at all stages of the life cycle of the file. Files may be in any medium including electronic.

Electronic Records Management (i.e., e-mail messages, word processing documents, and other electronic records) must be in accordance with DOD 5015.2-STD. Certifications of applications are required.

Disposal of all documents shall be accomplished through SIN 51 507, Destruction Services.

FILE ORGANIZATION AND FILE MAINTENANCE

General Requirements:

File Organization and Maintenance Services provides intellectual and physical support to enable the Government control of documents or information. It includes the organization of sophisticated documents or information placing them into a simplified filing system in accordance with an ordering agency's needs to improve their existing work environment. Generally, it includes gathering documents and data to be scanned and indexed into a digitized format. However, an ordering agency may simply require updating to an existing file system, maintenance of documents, or filing existing documents or information into a storage media for shipping.

STORAGE SERVICES

Storage Services provides for preparation of files, pick up, storage and retrieval of documents.

Certification:

All storage facilities must be certified compliant with the standards as set forth in the solicitation prior to award, by the ordering agency(s).

Security

All contractor personnel with access to Government records will be required to sign non-disclosure agreements. Some agencies may require various contractor personnel to obtain a security clearance before receiving access to records. Security clearances, when required on individual orders, will be obtained at the contractor's expense. Due to the nature and sensitivity of the documents that will be handled by the contractor, care must be given to safeguarding files whether on or off the contractor-provided records storage facilities. Confidentiality of records must be kept at all times.

Specific Tasks:

Records Retrieval

A. Within one working day (or as established by the individual task order) of receiving a reference request, orally or in writing, from the agency, the contractor must retrieve the requested records and deliver to the agency requestor.

B. The contractor must provide emergency reference services (retrieval services outside business hours) if required by an ordering agency including all services listed in this section, 24 hours each day, every day of the year. Emergency services are defined as services provided beyond the normal operation hours of the contractor's facility. After notification, the required response time will be a maximum of 2 hours. Any shipment under emergency services will be handled direct delivery within 8 hours, unless otherwise specified in the task order. The contractor must provide emergency service phone numbers for all sites utilized to the ordering agency's contracting officer within 30 days after award of the contract. Appropriate numbers must be issued to the individual agency representative upon award of

each task order.

Accessioning of Records:

Accessioning is the processing of records coming into the facility. The contractor must be able to accession paper records in a variety of containers. Recognizing that Governmental Agencies may have other media/formats, such as audiovisual (e.g., photographs, posters, sound recordings) or x-rays. The contractor should have the capability, to accession these types of media/formats. The Government may ship records to the contractor, or the contractor may pick up records from governmental sites. The contractor will be responsible for maintaining the arrangement of each accession and verifying that the contents of the accession match the accompanying transfer documentation.

Inventory Services:

From time to time, the contractor may be asked to assist the agency by inventorying agency records. The inventories require data, and will include either listings of individual folders or the numerical or alphabetical span of folders in each box. The inventories must be prepared on location in the Government's space, according to the schedule established by the Contracting Officer's Technical Representative (COTR) for that agency. If travel is required, the contractor will be reimbursed in accordance with the Joint Travel Regulations.

Pick up Services:

A. Within 50 Miles: Within three working days (or as established by the individual task order) of notification by the Government, the contractor must pick up records that have been prepared for transfer from Governmental agencies storage facilities. Only enclosed vehicles shall be used to transport records.

B. Outside of 50 Miles: The vendor may use the GSA Government Bill of Lading (GBL) program to move records from sites more than 50 miles from the corporation site. The vendor will coordinate these moves unless otherwise directed by the ordering agency.

Tracking:

Contractor must possess an Automated Records Management tracking system. At a minimum this tracking system should have the capability of reading bar code labels, providing on line access to the contractor's data base and placing reference request electronically. The contractor shall maintain system capability with the requesting agency (agency will provide technical specifications at the task order level).

Other General Requirements:

Quality Assurance:

The Contractor shall have a quality control/quality assurance plan that meets the Government's requirements. The Contractor shall maintain records throughout the contract period concerning the results of its inspections and monitoring procedures and the Contracting Officer or his/her designee shall provide copies of these to the Government upon request. From time to time, the Government may conduct a site visit. These records shall also be made available to the Government when conducting a site visit of the Contractor's premises.

GSA will review and make recommendations concerning the report as needed. The reports and related documentation shall be part of the information used and revised on periodic site inspections.

During this process the system should have the capability of verifying the accuracy of the documents being manipulated (i.e. whether the correct document is being handled). The Contractor's computer system should be user friendly, and windows based to ensure compatibility with standard Government Systems.

The Government reserves the right to inspect the contractor's facility at any time it deems necessary to ensure that the standards are maintained throughout the contract period. Approval of the storage site shall be performed by the Government. The contractor must possess a commercial facility capable of storing documents within a controlled environment that will ensure the integrity of the document will be kept intact.

In addition:

A. The contractor must provide reference room facilities in each records center that maintain a normal office environment, including telephone, facsimile, and electrostatic reproduction services.

B. Only agency authorized personnel will be granted access to that agency's records in the contractor operated reference rooms. The contractor will verify the identity of the agency authorized personnel and maintain constant surveillance of the reference room when the individual is not an agent of that Government office.

Reports Preparation:

The contractor must provide monthly reports to the agency including but not limited to reports on holdings, accessions, disposals, records eligible for disposal, transfers in, transfers out, reference, refiles, and photocopying.

User's Manuals:

The contractor will prepare a User's Manual at no additional cost to the Government, that will describe the detailed procedures to be used by the Government in conducting the accessioning, referencing, filing, and disposal activities described above. The manual will also include an organizational chart providing the point of contact in each contractor facility as well as a single point of contact for nationwide coordination. The Manual will also detail the various reports that are available for Government uses.

Personnel Requirements:

The contractor shall provide skilled personnel that may include the supervisory, management and administrative services necessary to successfully meet the Government's requirements for Records Management Services per the ordering agency's Task Order.

On an as needed basis, the contractor will provide technical advisory services addressing records management issues relating to the entire lifecycle of records. Services that may be required to include, files maintenance, forms design and automated applications.

All contractor personnel shall have the necessary clearances to conduct business with

customer agencies, if required. Personnel are required to display contractor identification during pick up and delivery. All personnel responsible for transporting federal records shall have a valid driver's license.

Sales: \$178,157,214

Sales Period: Oct 1, 2006 to Sep 30, 2007

Cooperative Purchasing: No

Set Aside: No

FSC/PSC Code : R499

Maximum Order : \$1,000,000

NAICS

Number	Description	Business Size
561210	Facilities Support Services	\$32.5 million

51 505 --- Document Production On-site and Off-site Services

Document production on-site and off-site services provide customers a practical turn-key solution to a customer's requirements for production of documents. A typical document production service would include the required equipment (e.g., high-volume digital color copiers, scanners) and contractor provided operational and management personnel required for effective on-site/off-site document production. Document production services are available using either contractor provided and installed equipment, using existing Government-owned equipment, or using equipment installed in Government locations under Lease-to-Ownership Plans. In addition, single or multiple shift production operations; consumable supplies (paper and transparencies are usually not included); on-going equipment maintenance; and customized agency reports are included. Negotiated Operational Performance Standards may be jointly developed and included in the purchase order (e.g., job turn-around time, maximum number of impressions per day or month, document quality expectations, turn-around performance and accuracy ratings, management of the consumable supplies, and monthly management reports).

NOTE: LABOR RATES

Offerors shall specify the labor categories proposed and the rates for each. The categories and rates are to be based on those used to price orders commercially. The total price for services will be established at the time the order is placed and will be based on the prices awarded. The estimated number of hours will be negotiated by the ordering agency, and shown on the resultant order. Contract orders will be firm fixed price.

STATEMENT OF WORK FOR SIN 51 505 DOCUMENT PRODUCTION SERVICES (DPS)

SCOPE OF WORK

The Federal Acquisition Service is soliciting for contractors capable of servicing the Government's requirements for Document Production services (DPS). Contractors shall provide federal activities with a practical turnkey solution to their requirements for the full-range of reproduction and management of document services.

Depending on the nature of the customer's requirement, a preliminary Needs Assessment and Analysis Service (NAAS) may be required in order to assess the extent of the customer's requirement to fulfill the customers' need for DPS. The primary purpose of the NAAS is to provide professional support in ascertaining and developing the most appropriate and cost

efficient methodology to accomplish the customers' DPS requirement.

The proposed approach may include, but is not limited to, skilled personnel necessary to complete the effort, equipment (government owned, state of the art, remanufactured, or otherwise). The contractor shall submit to the Contracting Officer a complete written report specifying the recommended DPS. The report shall address, but is not limited to the operational management support services, overall projected cost, and a milestone schedule for acquiring and/or deploying the necessary resources to complete the effort.

GENERAL REQUIREMENTS

Document Production Services (DPS) – DPS requirements typically provide for reproduction of documents. Offerors shall provide the appropriate skilled personnel and methodology to address the customer NAA or Task Order requirements to implement DPS. A typical document production service includes such services as copying, fax, high quality digital color copying, large format scanning and copying, facilities management, desk top transmission, on-going equipment maintenance and quarterly reports. Government agencies and activities are the customers and requiring activities that initiate the DPS to be performed. DPS requirements are delineated in task orders by customer agencies. Task orders specify the actual DPS to be performed, the dollar value of the contract, period of performance and any other significant factors relative to the requirement. Contractors are advised to confer with customer agencies to ensure compliance with laws, regulations, security clearances etc. prior to implementing the task order.

Quality Control/Tracking System – Offerors must possess a quality control system that monitors and ensures the quality of DPS. Such a system shall ensure the highest quality of the impressions or finished DPS on the medium produced by the contractor. Offerors shall have demonstrated past performance history applying contemporary quality control techniques and measures performed on comparable DPS jobs that describes how it will monitor job status, delivery or turn-around time and finished product. Additionally, Offerors shall safeguard the Government's records at all times onsite and offsite

Performance Standards

Performance standards may be required by customer agencies. Contractor performance standards shall be commensurate with commercial application of standards for a typical DPS requirement. The application of standards may cover job turn-around time, maximum number of impressions per day, month or hour; output quality of the mediums, management of consumable supplies, submission of periodic reports and any other factors of significance to the customer agency.

Security

Some agencies may require various contractor personnel to obtain a security clearance before receiving access to facilities and information. Security clearances, when required on individual orders, will be obtained at the contractor's expense.

Equipment

At the discretion of the agency, the equipment necessary to implement DPS may be newly installed or existing government owned property. The equipment may also be installed in government locations under Lease-to-Ownership Plans depending upon the using activity's need, and requirements per task order.

The copier equipment may range from low volume to high volume copiers, digital color photocopiers, scanners and other equipment types relative to DPS. Offerors may be required to possess Electronic Data Interchange (EDI) capability for the purpose of receiving, processing, auditing, storing and transmitting electronic data for DPS purposes. In addition, Internet and or personal computer capability may be required.

Government Furnished Property

The offeror's proposal must state whether such equipment can be furnished or whether it is relying on Government furnished property. For services rendered on Government property, at a minimum, the Government will provide the required space and electricity. Any additional equipment will be determined at the time the task order is placed.

Contractors shall be responsible for all costs associated with machine repairs and supplies (for example, toner, paper clips, rubber bands, clamps, etc.), and ordering, delivery and storage of all supplies, the installation and removal of all equipment, and maintenance.

Equipment Maintenance Requirements

The Contractor shall have sole responsibility for maintaining copiers furnished by the contractor and government owned equipment under the resulting contract.

Replacement of Equipment

The Contractor is responsible for replacing equipment, however under no circumstance does the Contractor have the right to charge any additional costs to the buying agency.

Personnel/Requirements

The contractor shall determine staffing requirements in accordance with the Needs Assessment Analysis (NAA) or the volume of duplicating to be completed on any given day.

Contractors under this Multiple Award Schedule shall provide the necessary skilled personnel including management, supervisory and administrative levels to implement the DPS per customer task order

At a minimum the Contractor shall provide for a Project Manager and Duplicating Production Operator. The Project Manager shall serve as the contractor's point of contact and shall be responsible for the management and coordination of the project.

The contractor shall ensure that the duplicating facility is adequately staffed and fully operational in accordance with the terms of the task order and shall keep the ordering agency fully advised of any difficulties, which would adversely affect production. The Project Manager shall also be responsible for problem resolution that may result from the operation of the duplicating services.

Replacement of Personnel: The Contractor shall provide substitute personnel to perform in the absence (sick leave or vacation) of the On-Site Manager and duplicating production personnel assigned. Substitutes shall perform in complete compliance with the specifications of the individual task order.

Experience/Training

The contractor shall be responsible for training its employees. The Contractor shall provide skilled personnel capable of operating the required types of equipment.

Appearance/Character:

Contractor personnel shall present a neat appearance and provide services in a professional and courteous manner while complying with agency applicable rules, regulations, and procedures.

Location and Hours of Work

Location: Services may be rendered worldwide as determined by individual task orders. The services may be performed on-site or off-site/ the vendor's place of business. The offeror's proposal therefore shall indicate the extent of its capability to implement a DPS requirement at its own facility.

On-Site DPS: The Government will provide the space (the "Premises") designated by the using agency. The Contractor shall make all improvements required to the space at the Contractor's own expense.

The facility shall be kept in an orderly fashion with supplies stored in a safe manner. The Contractor shall be responsible for securing supplies and equipment after regular working hours. Any losses or damage due to unauthorized use of equipment or supplies shall be borne by the contractor.

Off-site DPS: The Contractor shall provide the address for the off-site location. Deliverables shall be F.O.B. Destination.

Hours of Work: Generally, the facility will be operational between the hours of 7AM and 5PM, Monday through Friday, except Federal holidays. As an alternative, the ordering agency's individual task order may require the contractor to operate a shift outside of these hours or on weekends in order to meet duplicating requirements. These alternative shifts must be coordinated with the ordering agency in advance to provide building security. Job requests may be made in person, by mail, by telephone, or by fax. No additional charge, service charge, or any other fee shall be imposed for accepting a request by any method set forth above.

Sales: \$97,794,581

Sales Period: Oct 1, 2006 to Sep 30, 2007

Cooperative Purchasing: No

Set Aside: No

FSC/PSC Code : T006

Maximum Order : \$1,000,000

NAICS

Number	Description	Business Size
561210	Facilities Support Services	\$32.5 million

51 506 --- Document Conversion Services

The process of document conversion involves state-of-the-art scanning of the original document's text and graphic image into digital data, which is then transferred to a new media and formatted for use in a document imaging and storage system. Comprehensive DCS are

used to transfer text and graphic images in existing documents (e.g., correspondence, files, technical manuals, land records, charts, engineering drawings, legal instruments, etc.) in whatever media they currently exist (e.g., paper, aperture cards, microfiche, microfilm, roll film, etc.) onto a new delivery/storage media (e.g., CD-ROM disks, 4mm/8mm magnetic tape, magnetic storage disks, aperture cards, microfiche, microfilm, roll film, etc.) in any required format (e.g., raster images, ASCII text, SGML tagged for electronic distribution or publishing, PDF image files, etc.) required for use in a document imaging and storage system. Customized coding and indexing options are also available as part of the document conversion process. Complete DCS will be used for both unclassified and classified documents using Government or contractor facilities or a combination of both.

NOTE: STATEMENT OF WORK FOR SIN 51 506 DOCUMENT CONVERSION SERVICES

DESCRIPTION: The process of document conversion involves state-of-the-art scanning of the original document's text and graphic image into digital data, which is then transferred to a new media and formatted for use in a document imaging and storage system. Comprehensive DCS are used to transfer text and graphic images in existing documents (e.g., correspondence, files, technical manuals, land records, charts, engineering drawings, legal instruments, etc.) in whatever media they currently exist (e.g., paper, aperture cards, microfiche, microfilm, roll film, etc.) onto a new delivery/storage media (e.g., CD-ROM disks, 4mm/8mm magnetic tape, magnetic storage disks, aperture cards, microfiche, microfilm, roll film, etc.) in any required format (e.g., raster images, ASCII text, SGML tagged for electronic distribution or publishing, PDF image files, etc.) required for use in a document imaging and storage system. Customized coding and indexing options are also available as part of the document conversion process. Complete DCS will be used for both unclassified and classified documents using Government or contractor facilities or a combination of both.

PURPOSE: This Multiple Award Schedule will offer a full range of Document Conversion Services. Contractors shall provide document conversion services in response to individual agency orders.

SCOPE: Document conversion consists of scanning document images and converting them into electronic digital data, which is then transferred into a new format, and media for use in a document imaging, retrieval, and storage system. This SOW addresses the "backfile and day-forward conversion" of documents, which includes both file and data format and media conversion.

It does not include data processing and communications equipment (e.g., digital computers, display devices, software, LAN/WAN networks), which may be employed in a document imaging, retrieval, and storage system. The types of DCS may include, but is not limited to:

- Index data migration
- Project evaluation or discovery
- Optical mark scanning (OMR)
- PDF Electronic file forms
- Web Hosting (ASP)

GENERAL REQUIREMENTS: Unless otherwise specified by the ordering activity, the following general requirements are applicable to document conversion performed under this contract:

- a. Contractor Responsibility - The Contractor shall be responsible for furnishing all items

used in performing the work unless otherwise specified or approved by the Contracting Officer. The Contractor will act independently and not as an agent of the Government.

b. Document Conversion - The contractor shall scan a variety of source documents (e.g., correspondence, files, technical manuals, land records, charts, engineering drawings, or legal instruments) from a variety of source media (e.g., paper, film, microfiche, aperture cards, magnetic tape, or Mylar) having varying degrees of image quality (e.g., crisp originals, faded, poor contrast, or overexposed photographs) using character recognition (e.g., OCR, ICR) into a compressed digital file (e.g., C4 compressed image file format) and deliver that file in a variety of output file formats (e.g., PDF, SGML, HTML, XML, CAD, word processing) on a variety of output media (e.g., optical disks, magnetic tape, or CD-ROM).

c. Image Enhancement - The contractor shall perform image enhancement immediately after scanning. Image enhancement shall allow soiled, faded, deteriorated, and inferior quality images to be "cleaned-up". The image enhancement process shall reduce background noise and improve uneven line widths, dull edges, faded areas, and uneven illumination. If required by the ordering activity, special image enhancement (e.g., removal of date stamps and other markings, deskewing images to within 5 degrees or less of skew, cropping, rotation) shall be accomplished during the document conversion process.

d. Indexing – The contractor shall provide an index (in both hardcopy and digital format) for all converted data. The index shall permit tracking, retrieval, and storage of converted documents. The index shall be as specified by the ordering activity and shall consist, as a minimum, of the document number, document title, page number, revision level, and date. The index shall be structured from the source data and may be incorporated in the raster image header, incorporated as PDF Bookmarks, or provided separately, as specified by the ordering activity.

e. Data Entry – The contractor shall provide keystroke data entry, as required.

f. Delivery Media - The contractor shall deliver the digitally converted data in an output media (e.g., CD-ROM, 4mm DAT or 8mm magnetic tape; 9-Track 1600 BPI or 6250 BPI magnetic tape; 3.5 inch, 5.25 inch, 12 inch, or 14 inch Write-Once Read-Many (WORM) optical or magnetic disks and/or Write-Many Read-Many optical disks) and output format (e.g., PDF text and/or image files, TIFF, BMP, JPEG, HTML, ASCII text, SGML tagged for electronic distribution or publishing, XML, CAD, word processing), as specified by the ordering activity. Delivery media shall be labeled in such a manner as to identify the contents of the deliverable.

g. Source Document Inspection - The contractor shall inspect all source documents and shall notify the ordering activity's Contracting Officer of any condition which will likely prevent successful performance of the work required. Such notification shall be received by the Contracting Officer within ten (10) working days (or as stipulated on the individual agency task order) following receipt of the source documents.

h. Quality Assurance - Unless otherwise specified by the ordering activity, the contractor shall perform 100% quality assurance of the scanned images to ensure that an image is produced for each page or microform frame; the image is equal to or better than the readability of the source page or microform frame; and the image is in accordance with the ordering activity's requirements. Marginal images (e.g., due to poor source images or film quality) shall be electronically marked and specified as such in the production reports. All indexing elements and SGML tagged data shall be parsed to ensure compliance with the requirements prior to delivery. Hollerith data shall be verified against the information contained in the title

block of the document and will be edited, if necessary, to ensure the accuracy of the fields (e.g., document type, drawing number, drawing revision, sheet revision, card number, number of cards, drawing size, rights code, and security code). The ordering activity reserves the right to perform quality assurance on any products produced under this contract. Failure to meet quality assurance standards will result in re-work at the contractor's expense or contract termination, as appropriate.

i. Corrections – Document conversion errors caused by the contractor shall be considered corrections and shall not be charged to the ordering activity as an additional digitized item. Unless otherwise specified by the ordering activity, the contractor shall be liable for corrections for 12 months from output media delivery.

j. Workmanship Standards - The quality of services rendered by the contractor shall conform to the standard commercial practice in the document scanning and conversion profession, trade, or field of endeavor. All services shall be rendered by or supervised directly by individuals fully qualified in the document scanning and conversion profession, and holding any licenses required by law. Failure to meet workmanship standards will result in re-work at the contractor's expense or contract termination, as appropriate.

k. Basic Preparation and Handling - The contractor shall be responsible for basic document preparation and handling during all phases of the document conversion effort. The pre-conversion effort shall include document receipt, inspection, inventory and document preparation for scanning and conversion (e.g., removing bindings, paper clips, attachments, and fasteners; photocopying oversize or undersize documents; purging unnecessary information; repairing damaged originals). The conversion effort shall include all necessary document preparation and handling. The post-conversion effort shall consist of reconstruction of the documents including the attachment of fasteners and bindings, reassemble of the documents into their original configuration, preparing a document inventory listing, and packaging/packing for return shipment to the ordering activity.

l. Special Preparation and Handling - When special preparation and/or handling requirements are specified by the ordering activity, the contractor shall be responsible for any special document preparation and handling requirements (e.g., staple locations being required to be marked during pre-conversion preparation and the documents being re-stapled using their original staple locations at post-conversion).

m. Production Reports – With each delivery, the contractor shall provide a Production Report (in hardcopy and digital format) that describes the data contained on the delivery media. The report shall be provided to the ordering activity's Contracting Officer or COTR and shall contain, at a minimum, the index for each document, number of pages for each document, and total pages.

n. Monthly Volume Report – The contractor shall provide a Monthly Volume Report (in hardcopy and digital format). The report shall be provided to the ordering activity's Contracting Officer and shall, at a minimum, list the number of converted documents delivered and the percentage of work completed.

o. Final File – The contractor shall provide a final file (in both hardcopy and digital format) upon project completion to the ordering activity's Contracting Officer. The file shall delineate those documents for which conversion has been completed; if applicable, the intermediate format in which the each document has been scanned; the applicable character recognition, compression algorithm, output storage media

and file format of the stored image; and an index for all converted data. The index shall, as a minimum, consist of each document number, document title, date, revision level, and page number. This index shall be structured from the source data and may be incorporated in the raster image header, incorporated as PDF Bookmarks, or provided separately, as specified by the ordering activity.

p. Backup Copy - The contractor shall maintain a backup copy of all data generated. The backup copy shall be maintained for a period of 12 months after project completion, unless otherwise specified for a different period by the ordering activity.

q. Returned Material – Unless otherwise specified by the ordering activity, all material provided by the ordering activity shall be returned with the delivered product in the same condition (normal wear and tear excepted) and sequence as the original submission. The contractor shall be responsible for shipping costs, unless otherwise specified by the ordering activity.

r. Source Document Destruction - Upon termination or completion of all work, the Contractor shall comply with the agency requirements for disposal. All materials produced or delivered will become and remain the property of the Government. When required by the ordering activity, the contractor shall destroy (rather than return) the source documents.

s. Classified Documents - The contractor shall be responsible for providing the appropriate handling, distribution, and storage of classified documents in accordance with all applicable security regulations and laws.

t. Page Pricing - Unless otherwise specified in the contractor's price proposal, page pricing shall be based on an original source page size of 8.5 inches x 11 inches. Increments for oversize source document pages shall be based on the number of whole or partial 8.5" x 11" pages.

u. Drawing Pricing - Unless otherwise specified in the contractor's price proposal, drawing sheet pricing shall be based on the size of the drawing. Increments for oversize drawings shall be based on the number of whole or partial F size drawings.

v. Production Facility - Unless otherwise specified by the ordering activity, production shall be performed at the contractor's facility. If the ordering activity requires scanning of the documents at a designated facility, the contractor shall provide all the necessary resources (e.g., personnel, equipment, material, and supplies) required to accomplish the work, unless otherwise specified by the ordering activity. However, the ordering activity will be responsible for providing adequate space and electrical power at the designated facility.

w. Data Rights - All data produced in performance shall be the sole property of the Government. The Contractor agrees not to assert rights at common law or equity and not to establish any claim to statutory copyright in such data in whole or in part in any manner or form nor authorize others to do so, without prior written consent of the Contracting Officer. This does not restrict the use or publication of such data by the Contractor or its employees.

DETAILED REQUIREMENTS: Unless otherwise specified by the ordering activity, the following detailed requirements are applicable to the contractor's document conversion efforts under this contract:

a. Scanning – Images shall be scanned at 200 DPI (dots per inch) resolution for engineering drawings, 500 DPI for engineering drawings being converted to CAD, and 300 DPI for all other document types, except photographs, which shall be scanned at 400 DPI. Raster images shall be compressed using CCITT Group 4 algorithms as specified in Federal Information Processing Standard (FIPS) Publication 150 "Facsimile Coding Schemes and Coding Control Functions for Group 4 Facsimile Apparatus", prior to transfer to the storage media. The latest revision of FIPS Publication 150 in effect at the date of the order or as specified by the ordering activity shall be used. Proprietary compression algorithms are not acceptable. Hollerith data shall be read during image scanning and provided as an index to the image.

b. Indexing/Coding - The index requirements (e.g., index fields, number of characters, nomenclature for the index fields) shall be specified by the agency. As a minimum (via display of the scanned image), the index shall consist of three fields having a maximum of 30 characters located peripherally on the page.

c. Portable Document Format (PDF) Conversion – Adobe Portable Document Format conversion shall be accomplished in compliance with the latest version of the Portable Document Format Reference Manual (e.g., Version 1.3) in effect on the date of the order or as specified by the ordering activity. PDF converted formatted documents shall replicate all visual characteristics and attributes of the source document. Graphics portions of the source document shall be included in the PDF file as raster images. Scanning of graphic portions shall be provided at a resolution of 300 DPI or greater. PDF converted documents shall contain thumbnail files.

(1) Image Only Scanned: Source documents shall be raster scanned at 300 DPI. The scanned image shall be a bitmapped image of the original document and shall be equal to the readability of the original page. The images shall be converted to PDF Image Only files prior to being written to the delivery media.

(2) Image Plus Edited Text: Source documents shall be raster scanned at 300 DPI. Textual data shall be converted to ASCII utilizing OCR technology. All free standing standard character text larger than 6 point shall be edited to ensure accuracy of 95% or greater. All converted numerics shall have an accuracy of 100%. Graphics shall be provided as 300 DPI raster graphics. The document shall be converted to PDF Plus Text files prior to be written to the delivery media.

(3) PDF Normal: Source documents shall be raster scanned at 300 DPI. Textual data shall be converted to ASCII utilizing OCR/ICR technology. All free standing standard character text larger than 6 point shall be edited to insure accuracy of 95% or greater. All converted numerics shall have an accuracy of 100%. Suspect characters shall be corrected. Color images and photographs shall be scanned and inserted. Graphics shall be provided as 300 DPI raster graphics. The original fonts and format of the document shall be maintained. The document shall be converted to PDF Normal files prior to being written to the delivery media.

(4) Hyperlinking: Hyperlinks shall be created for each item contained in the content reference pages of the document (e.g., Tables of Contents, Indexes). In addition, hyperlinks shall be created for all intact internal references. Bookmarks and Thumbnails shall be created for each document. PDF Normal processing of the documents is required prior to hyperlinking.

(5) Application File: When required by the ordering activity, an application (output) file from PDF converted documents (e.g., in a word processing format) shall be created.

Application files shall be created after completion of any PDF document quality assurance and editing.

(6) Accuracy: The accuracy requirements for documents converted using optical recognition technology (e.g., OCR, ICR) shall be applicable to each page as specified by the ordering activity. The percent accuracy is defined as the number of correct characters per page (i.e., characters in the converted document that are the same as the corresponding character in the source document) divided by the total number of characters on the page multiplied by 100.

d. Standard Graphic Markup Language (SGML) Tagging - Paper documents shall be raster scanned at 300 DPI. Textual data shall be converted to ASCII utilizing Optical Character Recognition (OCR) technology. All free standing standard character text larger than 6 point shall be proofed and edited to ensure accuracy of 99.5% or greater. All converted numerics shall have an accuracy of 100%. Graphics shall be provided as 300 DPI raster graphics. Tagged data shall be in accordance with the Document Type Definition (DTD) and the Style Sheet. Tagged data shall provide 100% parsing against the provided DTD. Intact internal references shall be tagged.

(4) Level I: Level I SGML tagging shall consist of DTD's that are targeted at electronic browsers, which utilize a limited number of tags to describe the basic document.

(5) Level II: Level II SGML tagging shall consist of DTD's that are targeted at complex publishing systems which require an increased number of tags, tag attributes, and specific structural relationships to produce the required printed document.

e. HyperText Markup Language (HTML) Conversion - Conversion shall be in accordance with the latest version of the W3C Recommendations (e.g., HTML Version 4.0) in effect on the date of order or as specified by the ordering activity.

f. Extensible Markup Language (XML) Conversion - Conversion shall be in accordance with the latest version of the W3C Recommendations (e.g., XML Version 1.0) in effect on the date of the order or as specified by the ordering activity.

g. Graphics File Formats (e.g., GIF, JPEG) – The specific graphic file format shall be as specified by the ordering activity.

h. Application Files (e.g., Word, CAD, WordPerfect) – The specific application file format shall be as specified by the ordering activity.

i. CD-ROM Mastering: Converted data shall be pre-mastered in accordance with ISO 9660, Volume and File Structure of CD-ROM Information Exchange specification using the latest version in effect on the date of the order or as specified by the ordering activity. CD-ROM masters shall be produced in accordance with industry standards as defined in the CD-ROM Yellow Book.

j. CD-ROM Replication: Replicas shall mark as specified by the ordering activity. Replicas shall be provided in CD-ROM.

ACRONYMS AND DEFINITIONS

a. ASCII (American Standard Code for Information Interchange) – An 8 bit code representing English letters, characters and numbers. Seven bits are used to identify each individual entity (128 maximum) with one bit for parity. Extended ASCII uses of eight bits to represent up to 256 characters with no parity bit. Most computers use ASCII to represent text, which makes it possible to transfer data from one computer to another.

b. BMP (BitMaP) - The standard bit-mapped graphics format used in the Windows environment.

c. Backfile Conversion - Converts existing files for use in an imaging system.

d. BCR (Bar Code Recognition)- The recognition of bar code (i.e., A method of representing data by combining lines of varying width.).

e. CCITT (Consultative Committee on International Telephone and Telegraphy) – Sets standards for phones, faxes, modems, etc.

f. COLD (Computer Output to Laser Disk) – The computer system contains files of ASCII data (from input or application programs) or bit-mapped files previously scanned from microfilm documents or pictures. These output files are compress by a factor of 5-20:1 from the original documents and stored on WORM optical/laser disks.

g. DTD (Document Type Definition) - A description of the types of tags allowed in a document as well as the order in which they appear.

h. FTP (File Transfer Protocol) – An Internet protocol to move files from one computer to another.

i. Grayscale – The binary range of a graphic representation between pure black and pure white. A scale of 256 shades of gray will be a better representation than 16 shades.

j. HTML (Hypertext Markup Language) – HTML is a W3C standard (i.e., W3C HTML Recommendations) based upon SGML that is designed to specify the logical organization of a document. HTML instructions divide the text of a document into blocks called elements that define how the body of the document is to be displayed by the browser and those that define information about the document (e.g., title, relationship to other documents). Use of HTML instructions is based on detailed rules (e.g., the names of tags/elements, how they can be used), which are defined using SGML. There are three variants of HTML 4.0 (i.e., HTML 4.0 Transitional, HTML 4.0 Strict, and HTML 4.0 Frameset).

k. ICR (Intelligent Character Recognition) – The conversion of scanned images (bar codes or patterns of bits) to computer recognizable codes (ASCII characters and files) by means of software/programs, which define the rules of and algorithms for conversion.

l. ITU-T - CCITT renamed Telecommunication Standardization Section of the International Telecommunications Union.

m. JPEG (Joint Photographic Experts Group) – A compression algorithm for color image files.

n. Optical Character Recognition – The computer processing/conversion of scanned images both full text and forms to computer recognizable codes (ASCII letter, numbers, and characters).

o. PDF (Portable Document File) – PDF is a standard (i.e., Portable Document Format Reference Manual) provides a way of distributing, viewing, and printing documents with consistent appearance across a number of computer platforms. Files created from printed documents closely match the paper version – including graphics, photographs, and fonts – and are compressed for easy downloading and distribution. To view a .pdf file, an Adobe Acrobat Reader must be installed on the computer.

p. SGML (Standard Generalized Markup Language) - SGML is an ISO Standard (i.e., ISO 8879), which delineates a methodology of describing architecture for information exchange. SGML is a synthesis of three things: A Document Type Definition (DTD), a style sheet, and tagged data. The DTD describes which tags are allowed. The style sheet describes how the corresponding tag is to be formed. The tagged data is the document, in which every piece of data is "tagged", using tags defined in the DTD and Style Sheet.

q. Style Sheet – Describes how the SGML tag is to be formed.

r. TIFF (Tagged Image File Format) - One of the most widely supported files formats for storing bit-mapped images (8-bit color and grayscale) on personal computers. Includes several types and groups, which are compressed and uncompressed.

s. XML (extensible Markup Language) – XML is a W3C standard (i.e., W3C XML Recommendations) that could revolutionize the way intranet applications and document and non-document content are built and managed. XML promises "write once, publish anywhere" simplicity to users who don't have to become experts in Web programming languages. XML is an "instance" of SGML.

t. WORM (Write Once Read Many) - Permanent optical storage method where data once written, cannot be erased or altered.

u. W3C (World Wide Web Consortium) – W3C is an international industry consortium, which was founded in 1994 to lead the World Wide Web in developing common protocols that promote its evolution and ensure its interoperability. W3C develops standards, which are published in the form of "Recommendations".

Sales: \$64,580,026

Sales Period: Oct 1, 2006 to Sep 30, 2007

Cooperative Purchasing: No

Set Aside: No

FSC/PSC Code : T006

Maximum Order : \$1,000,000

NAICS

Number	Description	Business Size
518210	"Data Processing, Hosting, and Related Services"	\$23 million

51 507 --- Destruction Services

Destruction services include both on-site and off-site services of classified and unclassified paper documents, materials and magnetic media. The methods for destruction services may be obtained through these destruction options: shredding (e.g., paper documents, folders, newspapers, catalog, magazines) disintegration (e.g., microfilm, microfiche, ID cards, VHS tapes, audio cassettes, CD ROM, floppy disks, computer tapes and computer hard drives) and incineration (e.g., paper documents, maps, files, envelopes, manuals, newspapers, catalogs,

magazines, blue prints).

NOTE: CHART - LABOR RATES

Labor Category, Government Discount, Commercial Rate Hourly/Daily On/site, Commercial Rate Hourly/Daily Off/site, Government Rate Hourly/Daily On/site, Government Rate Hourly/Daily Off/site

IF THE OFFEROR'S COMMERCIAL PRACTICE IS TO PRICE THESE SERVICES ON A UNIT/QUANTITY BASIS, USE THE FOLLOWING FORMAT:

Description, Government Unit/Quantity, Government Price, Commercial Unit/Quantity, Commercial Price, Government Discount %

STATEMENT OF WORK FOR SIN 51 507 DESTRUCTION SERVICES (DS)

PURPOSE

The Multiple Award Schedule, Federal Supply Schedule Program is to provide Federal agencies with a customized plan for destroying government documents that is unique and cost effective to their needs.

SCOPE OF WORK

The objective of this Performance Work Statement (PWS) is to describe the Government's requirement in soliciting contractor support for Destruction Services (DS). These services may be used on a nonmandatory basis by various Government agencies and activities. Ordering agencies may require these services to satisfy worldwide agency mission production requirements.

REQUIREMENTS: The contractor is responsible for providing all resources including personnel, equipment, facilities, containers and transportation in performing all work requirements identified.

Services specified in an order placed against this contract may be performed at the contractor's facilities or the ordering agency's facilities.

DS will provide a convenient, safe and secure destruction of a variety of media – be it paper, magnetic tape, microfilm, microfiche, plastic, cassette tapes or diskettes. The following methods for DS may be obtained through these material destruction options

A) SHREDDING: Include both on-site and off-site for shredding services, which is designed to handle a variety of classified and unclassified materials. Shredders shall be designed to produce residue particle size not exceeding 1/32 inch in width with a 1/64-inch tolerance by 1/2 inch in length. There is no need to separate paper grades or remove staples, clips or other bindings.

B) INCINERATION: Material must be presorted, as not all data types can be burned.

C) DISINTEGRATION: Material can be destroyed (e.g., microfilm, microfiche, VHS tapes, audio cassettes, CD ROM, floppy disks, computer tapes, and computer hard drives and ID cards) by grinding such plastics into a fine dust.

SECURITY REQUIREMENTS

Contractor is responsible for providing lockable security containers whether it is security bins, security bags, or security cabinets at no additional cost to the agency.

The agency is required to identify the various type (s) or level of classified documents (e.g. confidential, secret, top secret)

CERTIFICATE OF DESTRUCTION

A signed certificate of destruction must be issued upon completion of each job. The certificate shall indicate the date of destruction, identify the material destroyed, method of destruction, and be signed by the individuals designated to destroy and witness the destruction. Destruction officials shall be required to know, through their personal knowledge, that such material was destroyed.

DESTRUCTION OF MATERIAL

If required, the contractor must destroy Government material in accordance with record disposition schedules established by the agency.

Classified information identified for destruction shall be destroyed completely to preclude recognition or reconstruction of the classified information in accordance with procedures and methods prescribed by agency heads.

The contractor will not destroy material until notified by the agency in writing.

WITNESS OF DESTRUCTION

Only appropriately cleared employees of the contractor shall destroy classified material. These individuals shall have a full understanding of their responsibilities. For destruction of TOP SECRET material, two persons are required. For destruction of SECRET and CONFIDENTIAL material, one person is required.

For unclassified material, a member of the contractor's staff must witness destruction.

Agencies may notify contractor if they desire to accompany their material to the facility and view its destruction.

LICENSE REQUIREMENTS

All operations staff must be licensed and bonded

Sales: \$4,460,568

Sales Period: Oct 1, 2006 to Sep 30, 2007

Cooperative Purchasing: No

Set Aside: No

FSC/PSC Code : T006

Maximum Order : \$1,000,000

NAICS

Number	Description	Business Size
561990	All Other Support Services	\$6.5 million

51 508 --- Litigation Support Services (LSS)

Provides professional and nonprofessional services support in the area of managing legal documents. These types of Support Services include but are not limited to (e.g., document preparations, organizing, copying materials, files, coding and, scanning. Indexing, database development, document analysis, software and systems support.

NOTE: STATEMENT OF WORK FOR SIN 51 508 LITIGATION SUPPORT SERVICES (LSS)

(NOTE: Paralegal services, attorneys, accountants, or other professional labor categories that may be construed as legal services or professional support for legal services are not included and will not be procured under this Statement of Work.)

Description

Litigation Support Services encompasses a wide range of services that aid attorneys and other professional staff members in the task of obtaining, organizing, analyzing and presenting evidence or materials for trials, judgements, lawsuits, settlements or other legal matters. Through the use of reproduction equipment, computer data processing, image management, geographical information systems and other technologies, litigation materials are effectively organized to enable rapid location by an agency's staff. The contractor shall provide all personnel, equipment and supplies for the performance of litigation support services (LSS).

The types of LSS include, but are not limited to the following:

Document Preparation:

"Documents" have the broad meaning defined in Rule 34 (Production of Documents) of the Federal Rules of Civil Procedure, www.dcd.uscourts.gov/frcp.htm#rule34 and include all types of media. Document Preparation includes, but is not limited to, numbering, marking, hole punching, stapling and staple removal, binding, retrieving, assembly, and refiling the documents in accordance with the Government's original submission to the contractor or pursuant to the Government's instructions to the contractor. It may also include the provision of binders, tabs, dividers, and other supplies as necessary. It may include pickup and delivery. The contractor shall create and maintain detailed log sheets and associated document controls.

The contractor must design, maintain, and implement a system for identifying and marking documents that will be used for information or evidence in legal matters. A Bates numbering or bar code system may be required to generate and attach unique identifying numbers to all documents. In addition, Phrase Labeling may be required which will indicate at a minimum a document's source; file owner, production request information, and other needed information. Phrase labels must be accurate, contain the information specified, and be legible on all copies.

Database Development:

The contractor shall design, implement, maintain, and update databases used for information in legal matters. The databases shall include (1) full-text databases; (2) databases composed of coded and formatted data; and (3) databases consisting of graphic images of a variety of document types.

The contractor shall be responsible for converting deposition and trial transcripts, interrogatories, interrogatory responses, briefs and other documents for full-text searching and storage on CD-ROM, compatible with the customer agency's software.

Software provided by the contractor must be compatible with that of the ordering agency. "Hands on" training, if required, and instructional manuals shall be furnished on the software that is used at no additional cost to the ordering agency.

Document Reproduction:

The contractor shall provide high-volume reproduction of documents at the contractor (or subcontractor's) site or at a site otherwise specified by the ordering agency. The contractor shall provide all facilities, equipment, labor, and supplies for performing this task. Work ordered under this requirement will not be performed at Government-funded Document Centers. Work may be ordered on a regular or accelerated (to be defined and determined by the ordering agency) turnaround basis.

The contractor shall provide personnel, equipment, and materials for the purpose of organizing and preparing documents for reproduction (including photocopying) or for other image capture. The contractor shall maintain a high level of quality control to assure that each page is reproduced so that every line and character on the original page appears on the reproduced page and is clearly legible.

If required by an ordering agency, the contractor shall produce reproductions of documents on other media, i.e., diskette, tape, poster board, CD, and microfilm compatible with the ordering agency's software. To the extent specified, the contractor's capabilities shall comprise copying digital data as well as video and audiotapes.

In addition to standard size and type documents, the contractor may be required to reproduce a wide-range of varying sized documents such as charts, engineering drawings, blueprints, and photographs. The contractor shall provide for color copying of documents that are in color. In cases where special copying techniques (i.e., source documents, charts, or drawings) are required, the contractor shall preserve greytone.

The contractor shall provide document image scanning and related services. Image scanning and related services shall be provided for government and non-government documents, on or off site, i.e., the Government's storage facilities, or the contractor's or subcontractor's facilities.

The contractor shall image and/or scan materials according to priorities set by the ordering agency. All documents shall be accessible on compact discs (CD) to be viewed and/or printed from any workstation used by the ordering agency. The electronic files shall be marked and indexed for search purposes and made available on CD.

Security

All personnel with access to confidential, proprietary, protected or sensitive materials will be required to sign non-disclosure agreements.

Some agencies may require various contractor personnel to obtain a security clearance before receiving access to facilities and information. Security clearances, when required on individual orders, will be obtained at the contractor's expense. Due to the nature and sensitivity of the documents that will be handled by the contractor, care must be given to safeguarding files whether on or off site. Confidentiality of file content must be kept at all times.

Sales: \$11,268,240

Sales Period: Oct 1, 2006 to Sep 30, 2007

Cooperative Purchasing: No

Set Aside: No

FSC/PSC Code : T006

Maximum Order : \$1,000,000

NAICS

Number	Description	Business Size
541110	Offices of Lawyers	\$6.5 million

51 509 --- Network Connectivity Support Services

Network Connectivity Support Services must be able to support industry's software applications, network operating systems (e.g., Windows 95, 98, NT, Netware) and other related networks that are compatible to the agency's infrastructure. The qualified personnel, materials, spare parts, tool, hardware/software and network components necessary to perform the service will be provided by the contractor. The capability to support, stand-alone and integrated digital equipment (e.g., digital/multifunctional digital copiers, Photo ID Systems, Mail Management Systems, Network Optical & Imaging Systems and Laboratory Systems) must be provided by the contractor. This will give the users the ability to search, view, access and print documents right from their desktop. The contractor must have the ability to manage and control the agency's network environment. This SIN includes directly related support (e.g., security, telephone/hotline, database, software, maintenance).

NOTE: STATEMENT OF WORK FOR SIN 51 509 Network Connectivity Support Services (NCSS)

Network Connectivity Support Services includes services that will allow users to communicate with customers internally and externally across shared network so they can search, view, access and print documents right from their desktop.

Scope of Work:

The contractor must be able to support industry's software applications, network operating systems (e.g., Windows 95, 98, NT, Netware) and other related networks that are compatible to the agency's infrastructure. The qualified personnel, materials, spare parts, tool, hardware/software and network components necessary to perform the service will be provided by the contractor. The capability to support, stand-alone and integrated digital equipment (e.g., digital/multifunctional digital copiers, Photo ID Systems, Mail Management Systems, Network Optical & Imaging Systems and Laboratory Systems) must be provided by the contractor.. The contractor must have the ability to manage and control the agency's network environment. This SIN includes directly related support (e.g., security, telephone/hotline, database, software, maintenance).

At a minimum the contractor must provide the customer with share file capabilities across network on a nationwide/worldwide basis. The network services may include but are not limited to:

- Network Management and Operations
- Maintenance
- Installation
- Administration
- Quality Assurance

- Security
- Configuration Management
- Training

Depending on the nature of the customer's requirement, a preliminary Needs Assessment and Analysis Services (NAAS) may be required in order to assess the extent of the customer's requirement to fulfill the customer's need for NCSS.

Equipment

Network Connectivity Support will cover ALL EQUIPMENT UNDER THIS SCHEDULE that requires on-line support, which includes but are not limited to:

Stand-Alone/Multifunction Copier (e.g., engineer, digital/multifunctional digital copiers & related features/capabilities)

Photo ID Systems

Mail Management Systems

Network Optimal Imaging Systems

Office Business Equipment

Laboratory Systems

General Requirements: Unless otherwise specified by the ordering activity, the following general requirements are applicable to Network Connectivity Support Services to be performed under this schedule.

Contractor Responsibility - The Contractor shall be responsible for furnishing all items used in performing the work unless otherwise specified or approved by the Contracting Officer. The Contractor will act independently and not as an agent of the Government. The contractor's results must be consistent with the scope of the agency requirements. Although, the contractor will make recommendations, the agency will be the final approving official.

Network Management Operations

The contractor shall have the capability to communicate with customer's IT/LAN department and a host of suppliers to manage, maintain and connect to customer shared resources, provides staff and manage central customer service/trouble desk and perform technical assessments on a day-to-day operation. At a minimum, the contractor shall support the following but are not limited to:

- Provides back bone connectivity support (e.g., fiber optic cable plant, dual broadband coaxial cable network) for customers with no existing infrastructure;
- Connects hosts, terminals, printers and other related peripheral devices and major LAN components (e.g., concentrator, routers, switches, bridges, intelligent hubs, fiber optic transceivers, CATV broadband, dual cable, head end associated equipment, network interface units, personal computer and mainframes, and other devices) to aid in exchange information;
- Supports current and future Operating Systems that are compatible with the multifunctional device (e.g., Windows 3.x, Windows 95, Windows 98, Windows NT, Macintosh, AppleTalk, IBM, UNIX, etc.); and the network interface (parallel, serial, network etc) that is used to communicate and transfer information simultaneously.
- Supports a number of shared resources among offices within the organization and provides access to external/public networks; and protocols (e.g., IP, IPX, Vines) used by the customer. Other shared services may include e-mail gateway, internet and backbone gateway. The contractor must maintain the integrity of the agency's investment.

Additional Support may include but are not limited to:

- Maintenance/Warranty – Supports the resources and work performed for a specified term.
- Telephone/hotline – Provides ongoing communications for a specified term.
- Database – Obtains on-line data to better define the problem for specified term.

Maintenance/Warranty

The contractor shall provide troubleshooting and preventative and corrective maintenance services for the customer's hardware, software and cable or in accordance with the customer's terms and conditions.

The contractor shall provide commercial warranty or in accordance with the customer's requirements whichever is greater.

The Contractor warrants all services in accordance with the commercial practice. The price of the warranty shall be included in the purchase price of the item.

Installation

Depending on the customer's requirements, the contractor shall have resources to support the installation of cable, equipment, and related software products. In addition, the contractor must develop and maintain documentation and certification of each installation.

Administration

The contractor shall provide a wide range of administrative functions to meet the customer's requirements.

Security

The contractor shall develop and implement techniques and procedures to prevent unauthorized access and use of the customer's resources and in accordance with the customer's requirements. Some agencies may require various contractor personnel to obtain a security clearance before receiving access to facilities and information at the contractor's expense will be obtained at the contractor's expense.

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Performance Standards

The contractor shall comply with all performance standards in accordance with the commercial practice and agency's requirements. For example: acceptance, availability, validity, reliability, downtime, testing. Failure to meet workmanship standards will result in re-work at the contractor's expense or contract termination, as appropriate. The contractor shall notify the ordering activity's Contracting Officer feedback that will prevent successful performance of the work required. The Contracting Officer shall receive such notification within ten (10) working days (or as stipulated on the individual agency task order).

Quality Control/Tracking System –

Unless otherwise specified by the ordering activity, the contractor shall perform 100% quality control tracking that monitors and ensures the quality of Network Connectivity Support Services. The jobs must describe and monitor job status, delivery of a finished product. The

ordering activity reserves the right to perform quality control on any products produced under this schedule. Failures to meet quality control standards will result in re-work at the contractor's expense or contract termination, as appropriate.

Configuration Support

The contractor shall develop and implement a comprehensive configuration plan and work closely with the customer's IT department to ensure the operation is maintained in an efficient and effectively manner. The contractor must have the knowledge and be familiar with all network resources, customer locations, physical and logical topologies which may include:

- Make, model and serial number of all equipment and other network devices.
- Product name and version of all software
- Physical topology network map
- Configure the customer's network hardware/software
- Test, benchmark and calibrate new software, equipment, and other network devices used to test and analyze all products used in connection with the support.

Training

At the contractor's expense, the contractor shall develop standard operating procedures that describes the specific approach, procedures, and schedules how the training plan will be implemented to meet the agency's requirements. Training provided under this SIN is conducted at initial installation, which is normally provided, by the contractor to commercial and/or government customers at no additional cost to the customer. The Contractor shall provide training courses normally available to commercial customer. The training should provide the customer with comprehensive knowledge (e.g., operational capabilities, user training, maintenance training, repair techniques) of equipment or service. Training must be standard or customized commercial courses. Contractors may provide customized training and/or off the shelf training packages as well as off-the shelf training packages customized to the agency's specific needs related to the operational capabilities, user training and maintenance training of the equipment. Customization off-the-shelf training may include but is not limited to: workbooks; training manuals; slides; videotapes; overhead transparencies, advanced presentation media; and state-of-the art computer based training. All training must give the user the ability to operate with ease. Before implementing a training plan, the contractor shall perform an in depth assessment of the agency's capabilities:

- Customer's Background (e.g., knowledge, experience and capabilities)
- Type of equipment, number of users, usage etc.
- Course content, agenda, objectives and length of course
- Training (professional/non-professional)
- Training aids
- Offsite/off site
- Network with internal/external customers (hands on equipment)
- Training manuals and reference materials

The Contractor shall provide training at the Contractor's facility and/or at the Government's location, as agreed to by the Contractor and the Government. When the Government requires the contractor to acquire training facilities, the Government will provide payment on a reimbursable basis for the training facilities or in accordance with the customer's requirements. Additional training for a fee, may be offered under Special Item Number (SIN) 51 503 – Educational and Training Services (ETS)

Contractor Furnished Property

The contractor shall furnish one or more of the necessary personnel, tools, spare parts, material and supplies, hardware/software, and support services (except as otherwise specified in the task order), to perform, manage and maintain the customer network infrastructure. All equipment, supplies, spare parts, components, software used in connection with network support must be new and meet the standard commercial provisions.

Government Furnished Property

The government shall furnish personnel, material, equipment, services and facilities (except as otherwise specified in the task order) in order to accomplish the work.

Location and Hours of Work

The contractor shall adhere to the customer's work hours in accordance with the customer's terms and conditions specified in the task order.

Location: The services may be performed on-site or off-site/ at the contractor's place of business.

On-Site If applicable, the Government will provide the space designated by the using agency. The facility shall be kept in an orderly fashion with supplies stored in a safe manner. The Contractor shall be responsible for securing supplies and equipment after regular working hours. Any losses or damage due to unauthorized use of equipment or supplies shall be borne by the contractor.

Off-site : The Contractor shall provide the address for the off-site location. Deliverables shall be F.O.B. Destination.

Hours of Work: Generally, the facility will be operational between the hours of 8AM and 5PM, Monday through Friday, except Federal holidays. As an alternative, the ordering agency's individual task order may require the contractor to operate a shift outside of these hours or on weekends in order to meet short term requirements. These alternative shifts must be coordinated with the ordering agency in advance to provide building security.

Sales: \$100,363

Sales Period: Oct 1, 2006 to Sep 30, 2007

Cooperative Purchasing: No

Set Aside: No

FSC/PSC Code : 3610

Maximum Order : \$1,000,000

NAICS

Number	Description	Business Size
561499	All Other Business Support Services	\$6.5 million

Group Name: Copiers and All Related Services, Equipment and Supplies**20 220 --- Projection Screen, Stand, Printer (Enlarger), Systems**

This SIN includes projection screens for all types of projection applications (including front and rear, portable, manual wall ceiling or electronic wall or ceiling, or wall mount, tripod, theatre video screen, optical). Projection Stands can be used with or without electrical outlets,

folding or non-folding, may be self-leveling. Projection Printer (enlargers) allow permit vertical and/or horizontal projection and designed for and used specifically with all types of projectors listed herein. The projection system is a high-definition electronic cinema projection system that delivers film-quality image and digital surround sound. This SIN includes directly related accessories, attachments and supplies.

NOTE: *SMALL BUSINESS SET-ASIDE SIN*

Sales: \$614,825

Sales Period: Oct 1, 2006 to Sep 30, 2007

Cooperative Purchasing: No

Set Aside: Yes

FSC/PSC Code : 3610

Maximum Order : \$350,000

NAICS

Number	Description	Business Size
333315	Photographic and Photocopying Equipment Manufacturing	500 employees

20 300 --- Projectors & Electronic Whiteboards

This SIN includes a wide range of projectors and Electronic Whiteboards. Projectors include both Digital and Still Picture Projectors, (e.g., front screen, rear screen) and LCD, DLP multimedia, High Output, Theater Projector wall/ceiling, opaque, tripod, palm-sized ceiling & overhead, 35mm slide projectors & viewers, and Projecting Sets including 16/35mm motion picture, silent/sound. Includes directly related supplies, attachments and accessories (e.g., digital memory cards, transparency viewer, transparency lenses, and wireless single/dual remote control). Electronic Whiteboards is an interactive electronic whiteboard that can be used in conjunction with projectors to project digital images on the electronic whiteboard. It allows the user to capture, communicate and interact in real-time, edit and publish or e-mail the information right from the PC desktop. It's perfect for net meeting, training, workshops, distance learning and more. The electronic whiteboards are offered in many types and sizes. Includes directly related attachments and accessories (e.g., digital memory cards, transparency viewer, lenses, easels, slide mounters to produce 2x2 slides mounted with 35mm transparency materials, including polyester base films, and wireless single/dual remote control. This SIN includes directly related accessories, attachments and supplies.

Sales: \$1,351,633

Sales Period: Oct 1, 2006 to Sep 30, 2007

Cooperative Purchasing: No

Set Aside: No

FSC/PSC Code : 3610

Maximum Order : \$350,000

NAICS

Number	Description	Business Size
333315	Photographic and Photocopying Equipment Manufacturing	500 employees

50 205 --- Rental Plan for Postage Meters and Related Mailing Equipment

This SIN includes rental plan for postage meters and related mailing equipment (e.g, mail processing and X-Ray systems, mail/parcel scales and weighing machines, inserting).

NOTE: SPECIAL PROVISIONS for Rental of Mailing Management Equipment under SIN

50-205

This mailing equipment SIN 50-205 covers rental services for mailing equipment, related accessories, options, attachments and any other equipment already established under the Group 36 Schedule that may be integrated to present a total solution package under SIN 50-205.

General or Basic Mailing Equipment may be offered under SIN 50 163.

As required by the U.S. Postal Service, Postage Meters are prohibited for outright purchase sale and shall be available for rental only. The meter may be used only for imprinting and recording postage. All contractors must act in accordance with the U.S. Postal regulations that govern the Postage Meters and all other mail equipment.

All postage meters shall be serviced by the contractor and maintained in first-class operating condition without expense to the Government, except for repairs, replacements, and maintenance necessitated by accident, misuse, or negligence of the Government. The contractor must be able to replace any equipment of his manufacture, and to furnish equipment, which is complimentary or additional thereto.

Liability

While the equipment is installed on the Government premises, the contractor shall assume all responsibility for loss or damage to the equipment except for loss or damage caused by the negligence or willful act of the Government.

Installation and Removal

Rental Equipment shall be delivered to the customer at the expense of the contractor (excluding established installation charges). Upon expiration of the rental, the contractor shall pay charges incurred for picking up rented equipment excluding established removal charges.

Prices

The rates for rental shall allow the use of the equipment by primary shifts of eight (8) hours per day/forty (40) hours per week. Extra shift rates shall be indicated in the offer.

Service

An offeror must be competent to service equipment of the make offered under rental within the geographical areas designated in the offer. Offerors must submit and include in their pricelist a list of names and addresses of service representatives responsible to the contractor. This list remains effective unless the list is subsequently modified by mutual agreement between the contractor and the Contracting Officer. The contractor must repair or replace equipment within nine (9) working hours after a written or oral notice of a breakdown in equipment is received by the contractor, unless otherwise specified by the using activity. If not, deductions of rental charges will be made on the basis of 1/30th of the monthly rate for each day the equipment is inoperative. The contractor shall grant a credit to the Government for any machine, which fails to perform at an effectiveness level 90% during any month. The effectiveness level for a machine is computed by dividing the total productive time by the sum of that time plus machine failure downtime. The credit shall be a percentage amount of the fixed monthly rental charge, which is determined by subtracting the actual percentage of effectiveness level attained during the month from 100. (Examples: if the effectiveness level

for a machine is 87% for the month the credit would be 13% of the fixed monthly rental charge; if the effectiveness level is 90% or higher there is no credit due under this provision). Any downtime, for which credit is granted in accordance with the paragraph above, shall be excluded from the effectiveness level computation.

Each offeror must provide the reliability factor for each model offered.

In the event that a machine is inoperative, due to machine failure, through no fault or negligence of the Government, and the total number of hours of downtime exceeds ten percent (10%) of the total productive use time for three consecutive calendar months, the Government reserves that right to require the contractor to replace the machine or terminate the order with no termination or removal charges. The purchase option credits for the replacement machines shall not be less than the credits accrued from the date of installation of the original machine, regardless of whether the replacement is made at the request of the Government or for the convenience of the contractor.

Maintenance and Inspection (Postage Meters)

U.S. Postal Service regulations require contractors to inspect the meter and to imprint .00 test meter stamps, and require customers to make the meter and the users postage purchase records and/or receipts immediately available for examination and audit by the U.S. Postal Service or by the contractor upon request. The customer must ensure that the meter is run only at its normal rate of speed. The customer must not make any upgrades or attachments to the equipment. If repair or replacement is needed the customer must notify the contractor.

Orders

A written order shall be the only basis for rental in accordance with these terms and conditions.

Period

Orders for rental shall cover only the period of use of the equipment. Rental charges shall commence on the next working day on which the equipment is installed and ready to operate. Once the order is placed, it will continue in effect during the remainder of the agreed rental contract period depending upon availability of government funds. If the requirement for the service/equipment is discontinued, transferred, or otherwise changed to the extent that the original requirement no longer exists, the Government may cancel the order upon thirty (30) days written notice to the contractor. Payment to the contractor shall be restricted to the actual period the equipment was in use, prorated on the basis of twelve (12) calendar months to the contract year, thirty (30) days to the month.

Payment

Rental charges shall be computed on the basis of thirty (30) days a month. Charges for fractional parts of a calendar month are to be computed at the rate 1/30 of the monthly charge for each day the equipment is installed and ready for use.

Sales: \$3,840,739

Sales Period: Oct 1, 2006 to Sep 30, 2007

Cooperative Purchasing: No

Set Aside: No

FSC/PSC Code : 3610**Maximum Order :** \$350,000**NAICS**

Number	Description	Business Size
532420	Office Machinery and Equipment Rental and Leasing	\$23 million

51 55 --- Rental Plan for Copiers

This SIN includes rental plans for all copier equipment. Rental rates cover unrestricted normal use of the rented equipment up to the maximum number of copies (e.g., number of copies per month) identified in the rental agreement. An excess charge per copy is usually assessed for copies over the maximum number of copies provided for under the rental agreement. The rental rate includes full-maintenance service (repairs, adjustments, replacements) by authorized service technicians, at no additional cost to the customer. Rental rates do not usually include the cost of consumable supplies.

NOTE: RENTAL PLAN FOR COPIERS (SPECIAL PROVISIONS) 51 55

Liability

While rental equipment is in the possession of the Government, the contractor shall assume all responsibility for loss or damage to the equipment, except for loss or damage caused by the negligence or willful act of the Government.

Delivery, Installation, and Removal

Rental equipment shall be delivered to the using activity, installed and removed by the contractor or the contractor's authorized representative at no cost to the Government. An installation charge may be incurred, if such charges are the offeror's commercial practice and are negotiated and accepted by the Government. No removal charges will be accepted.

Removal of rental equipment by the contractor or the contractor's authorized representative shall be completed within thirty (30) days after expiration of the rental agreement or within thirty (30) days after the date of the Government document that terminates the rental agreement. Equipment which has not been removed by the contractor or the contractor's authorized representative within these time frames may be disposed of in a manner the using activity deems appropriate. Recovery of the equipment (if possible) from the Government's disposal site will be at no cost to the Government. The contractor shall reimburse any costs incurred by the Government in disposal of the Government's property.

NOTE: The following provisions shall be addressed in the approved Government pricelist.

Repair and Maintenance Service

Offeror's shall submit and include in their pricelist's, a list of names, addresses, and phone numbers of authorized dealers responsible to the contractor who may be contacted by ordering activities for repair and maintenance of rental equipment. Only those dealers listed may render service, unless the list is subsequently modified by mutual agreement between the contractor and the Contracting Officer, to add or delete dealers.

Response to Service Calls

During normal working hours (as specified by the using activity), Monday through Friday

(excluding holidays observed by the Government), the contractor shall respond to verbal or written requests for service calls. The contractor shall repair the rental equipment within either nine (9) working hours or sixteen (16) working hours (as specified by the using activity) after the verbal or written request for the service call. The contractor's response time on a service call starts, when authorized personnel of an ordering activity place a verbal request to the contractor for a service call or a written request is received by the contractor requesting a service call, whichever is earlier.

Backup and Replacement Equipment

The contractor shall have backup and replacement rental equipment available. When rental equipment cannot be repaired within sixteen (16) working hours, the ordering activity may require the contractor to provide backup rental equipment. The contractor shall deliver backup rental equipment within nine (9) working hours of the ordering activity's notifying the contractor that backup rental equipment is required. Backup rental equipment must equal or exceed the performance capabilities of the equipment being replaced. The contractor's charges for use of the backup rental equipment shall be identical to the charges for use of the original equipment being replaced. If the original equipment is not satisfactory repaired and returned to the ordering activity. If agreed to by the ordering activity, the backup rental equipment may be used as the replacement equipment. The contractor shall provide the ordering activity with the serial number, location, and model number of the replacement rental equipment.

Credit (Repair and Maintenance Response)

If repair service is not accomplished or within the specified time, the Government shall be entitled to credit against the monthly billing for that particular equipment. Credit will be unilaterally taken on the basis of 1/30th of the monthly rental rate for each day or portion of a day the equipment is not repaired or replaced.

Maintenance Responsibility

All rental equipment shall be serviced and maintained by the contractor in a fully operational condition without expense to the Government, except for repairs, replacements, and maintenance necessitated by accident, misuse, or negligence of the Government. If repair or replacement is not accomplished within the established specified time frame, the Government shall be entitled to credit against the monthly billing for that particular equipment. Credit will be unilaterally taken on the basis of 1/30th of the monthly rate for each day or portion of a day, the equipment was not repaired or replaced. At any rate, the government is not in use, the contractor must replace provide a replacement with the equipment with identical capabilities. It is the intent to keep the replacement in replace for the duration of the contract term.

Monthly Effectiveness Level (MEL)

Each rental equipment furnished under the resulting contract shall perform at a 95% or higher Monthly Effectiveness Level. The Monthly Effectiveness Level percentage shall be calculated as follows: $\text{Monthly Effectiveness Level percent} = \frac{(\text{total monthly production period in hours}) - (\text{total number of rental equipment downtime hours over the monthly production period})}{(\text{total monthly production period in hours})} \times 100$. The total monthly production period in hours shall be calculated by multiplying 8 hours per day times the number of working days in the month (weekend and Federal holidays excluded). The total number of equipment downtime hours over the monthly production period shall be calculated

as the number of minutes the rental equipment was down (unable to perform one or more of its specified functions) during the monthly production period, divided by 60.

Credit (MEL)

Failure of any rental equipment to achieve a Monthly Effectiveness Level of 95% or higher shall entitle the Government to unilaterally take credit against the monthly billing for that particular equipment. The credit shall be calculated as the difference between 100 percent and the achieved MEL percent times the monthly rental charge. In any month in which the Monthly Effectiveness Level is less than 95%, the Government will not be responsible for paying any charge for lack of monthly volume. If the MEL is 95% or higher, no credit will be taken by the Government.

e.g. Credit calculation: If rental equipment was down for 1200 minutes in a month which had a total monthly production of 21 days and the monthly rental charge was \$300, the Government's unilateral credit against the monthly billing would be calculated as follows:

Total monthly productions hours: 21 days times 8 hours = 168 total monthly production hours

Total number of rental equipment downtime hours over the monthly production period: 1200 minutes divided by 60 = 20 hours

MEL percent: (168 minus 20, divided by 168) times 100 = 88.095 percent

Credit percent taken: 100 percent minus 88.095 percent = 11.005 percent

Government credit: 11.005 percent of \$300 = \$33.02

Credit (Extensive Downtime)

If the Monthly Effectiveness Level is less than 90 percent for the three consecutive months, the Government reserves that right to require the contractor to replace the equipment or – terminate the order with no termination or removal charges being assessed to the Government.

Termination

[Refer to Termination for Convenience Clause]

[See FAR Clause 52.212-4]

Rental to Purchase Option Conversion

Rental charges, which have been paid, may be applied as partial payment towards the purchase of equipment. The purchase price shall be the contract price, or the rental to purchase conversation price, whichever is lower. The percentage of rental accruals to be applied towards the purchase price shall be in effect at the time of the initial rental agreement, or rental to purchase option conversion. Any accrue credits may apply against the purchase price.

All equipment purchased under rental purchase option conversion shall be new and unused, or remanufactured. Any equipment in rental status, which was not new and unused, or remanufactured at the beginning thereof, shall be replaced with new, unused, or remanufactured equipment. All equipment purchased by the Government under rental purchase option conversion shall be entitled to a warranty for a period of ninety (90) days

from the date of conversion or the period of the accepted commercial warranty for purchase, whichever is greater. Such warranty shall be provided to the Government at no additional cost. If the Government opts to purchase the equipment after the 90-day warranty expires, if requested by the Government, the contractor shall provide maintenance service in accordance with SIN 51 57.

Sales: \$4,074,601

Sales Period: Oct 1, 2006 to Sep 30, 2007

Cooperative Purchasing: No

Set Aside: No

FSC/PSC Code : 3610

Maximum Order : \$350,000

NAICS

Number	Description	Business Size
532299	All Other Consumer Goods Rental	\$6.5 million
532420	Office Machinery and Equipment Rental and Leasing	\$23 million

51 56 --- Repair of Government-Owned Equipment (all equipment covered under this schedule) for equipment not under Maintenance Service Agreement

This SIN covers repair of any type of copier equipment offered under this schedule and not covered under a maintenance service agreement. Includes directly related attachments, supplies and accessories.

NOTE: SPECIAL PROVISIONS FOR REPAIR AND MAINTENANCE SERVICES
UNDER SIN 51 56

Repair Services (remedial) includes of those unscheduled (call basis) service calls for repairs not caused by fire, water, accident, power line outages or abuse by the agency. This service includes cost of labor, replacement parts and supplies (excluding expendable operating supplies). Offeror must have available or have authorized access to all new parts, or remanufactured, replacement parts and provide all labor required to maintain proper operation of the designated equipment.. IN THE PRICELIST, offeror shall identify prices for all services offered herein and list of names, addresses and phone numbers of authorized dealers responsible for maintenance services. Only those dealers provided may render service, unless the list is subsequently modified.

Charges for services will be computed on the basis of the time during which repairmen are actually engaged in work, plus charges for required parts, regardless of whether repairs are performed at a Government office or at a contractor's shop. When a Government department or agency on two or more pieces of equipment located in one or more buildings within walking distance of each other orders repairs, the charges will be computed from the time the repairman commences work on the first piece of equipment until the work is completed on the last piece of equipment. The time consumed in going between equipment or buildings must be reasonable. The bill must state the location where the maintenance service was performed. All parts use in connection of maintenance service must be new and the contractor will apply the awarded discount.

General Requirements

GEOGRAPHIC SERVICE AREAS:

Offeror shall list below equipment offered and the geographic areas covered.

Equipment (Make/Model)	Geographic Areas
<hr/>	<hr/>
<hr/>	<hr/>
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Service

Services must be rendered within nine (9) working hours) after a written or oral notification. Pick up services for equipment under maintenance, must be made within 3 working days after notification is received. In the event, that the location of the equipment has been changed, the ordering office will advise the contractor immediately.

Agency Installation

Prior to acceptance of any equipment for maintenance service agreement, an inspection visit will be performed at no additional charge to the Government. The government will make arrangements for the contractor to perform a pre-inspection visit in order to ascertain if obvious abuse or damage exists. All equipment and maintenance inspection visits will be required through the end of the agreement. FAILURE TO PERFORM INSPECTION SERVICE AS STIPULATED IN THE CONTRACT (UNLESS UNLIMITED REPAIRS CALLS ARE ALLOWED) WILL RESULT IN A DEDUCTION OF 1/12 OF THE YEARLY RATE FOR EACH MONTH OF SUCH DELAY. FURTHER FAILURE TO TENDER EMERGENCY SERVICE WITHIN NINE (9) WORKING HOURS (MAXIMUM) AFTER WRITTEN OR ORAL NOTIFICATION, UNLESS OTHERWISE STATED, WILL BE SUBJECT TO A DEDUCTION OF 1/30 OF THE MONTHLY RATE FOR EACH DAY THE EQUIPMENT IS INOPERATIVE. The performance period shall begin within one week of the installation date (unless, delayed in accordance with provision entitled a delay of start of performance period and shall end when the equipment has met the standards of performance for period of thirty (30) consecutive days by operating in conformance with the contractors technical specifications and functional descriptions at an effectiveness level of 90% to 95% or more.

THE CONTRACTOR SHALL GRANT A CREDIT TO THE GOVERNMENT FOR ANY MACHINE THAT FAILS TO PERFORM AT AN EFFECTIVE LEVEL OF 90% DURING ANY MONTH. Any non-performance must be corrected within 30 days of notification from the agency request. If the performance is not corrected within 60 days of written notice, the Government may terminate the agreement and request immediate removal of the equipment. The offeror shall grant a credit to the agency for any machine, which fails to perform at an effectiveness level of 90% during any month. The effectiveness level for a machine is computed by dividing the total productive time, by the sum of that time, plus machine failure downtime. The credit shall be a percentage amount of the fixed monthly maintenance charge, which is determined by subtracting the actual percentage of effectiveness level attained during the month from 90%. Example: if the effectiveness level for a machine if 87% for the month, the credit would be 3% of the fixed monthly maintenance charge; if the effectiveness level is 90% or higher, there is no credit due under this provision. It is the responsibility of the Government to prove default.

Sales: \$243,029

Sales Period: Oct 1, 2006 to Sep 30, 2007

Cooperative Purchasing: No

Set Aside: No

FSC/PSC Code : D311

Maximum Order : \$350,000

NAICS

Number	Description	Business Size
333220	Plastics and Rubber Industry Machinery Manufacturing	500 employees
333293	Printing Machinery and Equipment Manufacturing	1500 employees

51 57 --- Maintenance Service Agreement For Copiers

This includes a maintenance service agreement consists of preventative and repair (remedial) services. Preventative consists of those scheduled service calls necessary to maintain the equipment in first-class operating condition (e.g., cleaning, lubricating, adjusting, and replacing parts when needed). Repair (remedial) services consist of those unscheduled service calls necessary for repairs not caused by fire, water, accident, and fluctuations in electrical power or customer abuse. The Maintenance Service Agreement and Repair Service include the cost of labor, transportation, replacement/spare parts, (excluding consumable operating supplies). The greater the distance from the maintenance facility to the user the higher the monthly fees. In the event the Government's equipment requires initial repair or overhaul prior to acceptance by the contractor for coverage under a maintenance service agreement, the charges for such repairs, including replacement parts and labor, and for a complete rebuilding or overhauling of Government's equipment are usually not included in the preventative service agreement.

NOTE: SPECIAL PROVISIONS FOR SERVICE MAINTENANCE AGREEMENT SINs:
51-57 & 51-208

Maintenance Service Agreement includes an annual preventative maintenance on Government-Owned Equipment. The Preventative Maintenance covers scheduled service calls necessary to maintain the equipment in first-class operating condition (e.g., inspect, test, clean; lubricate, adjust and replace parts when needed) that are designed to reduce equipment failure and extend useful life. For equipment other than copiers, the preventative and repair maintenance agreement may be different and offered in accordance with the agreement between the agency and the contractor will be outlined in the agreement based on their requirements. The price outlined in the maintenance agreement will be established based on the agency's specified needs. IN THE PRICELIST, offerors must identify prices for all services and a list of dealers names, addresses, and phone number of authorized dealers responsible for maintenance.

Maintenance Services offered for 51 208 shall be in accordance with commercial practices.

General Requirements

GEOGRAPHIC SERVICE AREA: Offeror must be competent to service equipment within the scope of the resultant contract or to specific geographic areas. Offeror shall list below equipment offered and the geographic areas covered.

Equipment (Make/Model)

Geographic Area

_____	_____
_____	_____
_____	_____

Service

Services must be rendered within nine (9) working hours after a written or oral notification. Pick up services for equipment under maintenance, must be made within 3 working days after notification is received. In the event, that the location of the equipment has been changed, the ordering office will advise the contractor immediately.

Agency Installation

Prior to acceptance of any equipment for maintenance, an inspection visit will be performed at no additional charge to the Government. The government will make arrangements for the contractor to perform a pre-inspection visit in order to ascertain if obvious abuse or damage exists. All equipment and maintenance inspection visits will be required through the end of the agreement. FAILURE TO PERFORM INSPECTION SERVICE AS STIPULATED IN THE CONTRACT (UNLESS UNLIMITED REPAIRS CALLS ARE ALLOWED) WILL RESULT IN A DEDUCTION OF 1/12 OF THE YEARLY RATE FOR EACH MONTH OF SUCH DELAY. FURTHER FAILURE TO TENDER EMERGENCY SERVICE WITHIN NINE (9) WORKING HOURS (MAXIMUM) AFTER WRITTEN OR ORAL NOTIFICATION, UNLESS OTHERWISE STATED, WILL BE SUBJECT TO A DEDUCTION OF 1/30 OF THE MONTHLY RATE FOR EACH DAY THE EQUIPMENT IS INOPERATIVE. The performance period shall begin within one week of the installation date (unless, delayed in accordance with provision entitled a delay of start of performance period and shall end when the equipment has met the standards of performance for period of thirty (30) consecutive days by operating in conformance with the contractors technical specifications and functional descriptions at an effectiveness level of 90% to 95% or more. THE CONTRACTOR SHALL GRANT A CREDIT TO THE GOVERNMENT FOR ANY MACHINE THAT FAILS TO PERFORM AT AN EFFECTIVE LEVEL OF 90% DURING ANY MONTH. Any non-conformance must be corrected within 30 days of notification by the agency.

If the performance is not corrected within 60 days of written notice, the Government may terminate the agreement and request immediate removal of the equipment. The offeror shall grant a credit to the agency for any machine, which fails to perform at an effectiveness level of 90% during any month. The effectiveness level for a machine is computed by dividing the total productive time, by the sum of that time, plus machine failure downtime. The credit shall be a percentage amount of the fixed monthly maintenance charge, which is determined by subtracting the actual percentage of effectiveness level attained during the month from 90%. Example: if the effectiveness level for a machine if 87% for the month, the credit would be 3% of the fixed monthly maintenance charge; if the effectiveness level is 90% or higher, there is no credit due under this provision. It is the responsibility of the Government to prove default.

Sales: \$149,894,938

Sales Period: Oct 1, 2006 to Sep 30, 2007

Cooperative Purchasing: No

Set Aside: No

FSC/PSC Code : D311

Maximum Order : \$350,000

NAICS

Number	Description	Business Size
532299	All Other Consumer Goods Rental	\$6.5 million
532420	Office Machinery and Equipment Rental and Leasing	\$23 million

51 58 --- Lease to Ownership Plans (LTOP) Copiers

Lease-to-Ownership Plans (LTOP) are intended for customers who want to lease all types of copiers to secure ownership. At the end of the lease period and upon final payment of all charges due, the Title: and the leased equipment is immediately transferred from the contractor to the government customer. The lease rate does not include the cost of maintenance or consumable supplies. Maintenance service is offered under SIN 51 57 Maintenance Service Agreements (Copier).

NOTE: LEASING OF GENERAL PURPOSE COMMERCIAL EQUIPMENT

SINs: 51 58 – Lease-to-Ownership Plan (LTOP) - Copiers

51 58a – Operating Lease Plan – Copiers Only

51 58b Operating Lease Plan (All Other Products under FSC 36)

1. STATEMENT OF GOVERNMENT INTENT

For the purpose of this solicitation, Lease Term is defined as the duration of the lease in months (not to exceed 60 months) as shown on the Ordering Agency's initial delivery order. It is understood by all parties to this contract that this is a leasing arrangement. In that regard, the Government anticipates fulfilling the leasing agreement subject to the availability of appropriated funds and the continued needs of the Ordering Agency. The Ordering Agency, upon issuance of any delivery order pursuant to Special Item Numbers (SIN's) 51 58, 51 58a or 51 58b, intends to use the equipment for the lease term specified in the initial delivery order so long as the needs of the Ordering Agency for the equipment or functionally similar equipment continues to exist and adequate funds are appropriated. Each lease hereunder shall be initiated by a delivery order which shall, either through a statement of work or other attachment specify the equipment being leased, and the terms of the transaction as required in other sections of SIN's 51 58, 51 58a or 51 58b. The lease commencement is the date of acceptance as defined by FAR Subpart 12.4

The first period or initial term of the leasing agreement will be through September 30th of the fiscal year in which the order is placed, or as extended by act of Congress, unless the ordering office has multi-year funding.

Ordering Agencies are advised to follow the guidance provided in Federal Acquisition Regulation (FAR) Subpart 7.4 Equipment Lease or Purchase, and to review the lease terms and conditions prior to ordering and obligating funding for a lease. Ordering Agencies are responsible for the obligation of the funding consistent with fiscal law when entering into any lease arrangement.

2. ORDERING PROCEDURES

(1) Ordering Agencies are strongly encouraged to conduct a needs assessment prior to the procurement of copiers.

(2) When the Ordering Agency expresses an interest in leasing a product(s), the Ordering Agency will provide the following information to the prospective vendors:

- (i) Which product(s) is (are) required.
 - (ii) The required delivery date.
 - (iii) The proposed term of the lease.
 - (iv) Where the equipment will be located.
 - (v) Description of the intended use of the equipment.
- (3) The contractor will respond with:
- (i) Whether the contractor can provide the required equipment.
 - (ii) The monthly payment based on the rate and the initial and residual values of the equipment.
 - (iii) The estimated cost, if any, of applicable State or local taxes.
 - (iv) A confirmation of the availability of the equipment on the required delivery date.
 - (v) Extent of warranty coverage, if any, of the leased products.
 - (vi) Cite the cost of any mandatory maintenance as applicable.
 - (vii) The Termination Ceiling Charges, as applicable. (See Section 13, Early Termination Charges).

(4) The ordering agency and contractor shall agree upon a termination ceiling charge which is established in accordance with the appropriate formula in Section 13. Early Termination Charges (See FAR Subpart 17.1)

(5) The Contracting Officer shall insert the agreed upon termination ceiling charge for the first year in the order and modify it for successive years upon availability of funds.

3. ORDERS AND PERIOD OF LEASING ARRANGEMENTS

a. Lease Options: At a minimum, Ordering Agencies placing orders for equipment under a leasing arrangement must specify on the delivery order the applicable leasing SIN under which the equipment is being leased.

51 58 Lease to Ownership Plan (LTOP) (Lease/Purchase)(Copier)

51 58A Lease with Option to Own (Operating Lease) (Copier)

51 58B Lease with Option to Own (Operating Lease) (All Other Products under the 36 Schedule)

b. Annual Year Funding. When using annually appropriated funds when placing an order for leasing, the following applies:

(1) Any lease executed by the Ordering Agency shall be on the basis that the known requirements exceed the remainder of the fiscal year. Due to funding constraints, however, the Ordering Agency cannot normally commit to a term longer than one fiscal year at the commencement of the lease. To facilitate the exercise of renewal options for future fiscal years, the lease term will be specified in the delivery order. All orders for leasing shall remain in effect through the Government fiscal year (or as extended by Act of Congress), or the planned expiration date of the lease, whichever is earlier, unless the Ordering Agency exercises its rights hereunder to acquire title to the equipment prior to the planned expiration date. Despite the fact that the delivery order will specify the total lease term, orders under the lease shall not be deemed to obligate succeeding fiscal year's funds or to otherwise commit the Ordering Agency to a renewal.

(2) All orders for leasing automatically terminate at the end of the Government fiscal year (or as extended by Act of Congress) or the contract term, whichever is earlier. However, Ordering Agencies should notify the contractor in writing thirty (30) calendar days prior to the expiration of such orders as to the Government's intent to renew. Ordering Agencies are

instructed to follow the guidelines set forth in Paragraph 14 of this section with regard to termination of lease terms for non-appropriation or agency decisions not to renew. Should Ordering Agencies decide to terminate the lease prior to the expiration of the lease term under any other condition other than those set forth in Paragraph 14, early termination charges shall apply, (See Section 13, Early Termination).

c. Multi-Year Funding Within contract Period: Where an Ordering Agency's specific appropriation authority provides for funds in excess of a 12 month (fiscal year) period, the Ordering Agency may place a schedule contract order for leasing for a period up to the expiration of its period of appropriation availability, or the expiration of the contract period whichever comes first, notwithstanding the intervening fiscal years.

d. In recognition of the types of products on this Schedule and the potential adverse impact to the Government's mission, the Government's quiet and peaceful possession and unrestricted use of the equipment shall not be disturbed in the event the equipment is sold by the Contractor, or in the event of bankruptcy of the contractor, corporate dissolution of the Contractor, or other event, so long as the Government is not in default. The equipment shall remain in the possession of the Government until the expiration of the lease. Any assignment, sale, bankruptcy, or other transfer of the leased equipment by the contractor will not relieve the Contractor of its obligations to the Government, and will not change the Government's duties or increase the burdens or risks imposed on the Government.

e. Assignment of Claims: In accordance with GSAR 552.232-23 Assignment of Claims under this contract, the Ordering Agency Contracting Officer may approve the assignment of claim for an order under these leasing Special Item Numbers (SINs) in accordance with FAR 32.803. Contractors cannot prohibit or otherwise limit the Government's ability to setoff lease payments under any lease or assignment of a lease.

f. Government Rights under Lease: The Government does NOT waive any performance requirements, warranty rights nor other contract or statutory rights, such as the right to set off payments against other Government debt, as a part of the lease. The Government's acceptance of an assignment of a lease, does not waive any of the Government contract provisions.

4. MAINTENANCE AND INSTALLATION

a. Maintenance and installation, when applicable, are not included in the lease payments. The Ordering Agency will obtain installation and/or maintenance from the contractor or a designated authorized service provider.

b. When installation and/or maintenance are to be performed by the Contractor, the payments, terms and conditions will be as stated in this contract. Maintenance payments and terms and conditions during subsequent renewal periods of this lease will be those of the prevailing GSA Schedule contract in effect.

5. MONTHLY PAYMENTS

a. Prior to the placement of an order under this SIN, the Ordering Agency and the contractor must agree on a "base value" for the products to be leased. The base value will be the contract purchase price (less any discounts). For operating leases the residual value is independent of the purchase option price. The residual value will be used in the calculation of the original lease payment.

b. To determine the initial lease term payment, the contractor agrees to apply the negotiated lease factor to the agreed upon base value:

Examples: Lease factor one (1) percent over the rate for the three year (or other term) Treasury Bill (T-bill) at the most current U. S. Treasury auction.

or

The Contractor's most favored finance rate factor as agreed to during contract

negotiations.

The lease payment may be calculated by using a programmed business calculator or by using "rate" functions provided in commercial computer spreadsheets (e.g., Lotus 1-2-3, Excel).

c. The purchase option price will be based upon the unamortized principle of the product. The payment will be based upon the unamortized principle, as shown on the payment schedule as of the last payment prior to date of transfer of ownership. In the event the Government desires, at any time, to acquire title to equipment leased hereunder, the Government may make a one time lump sum payment.

6. EXPIRATION OF LEASE TERM:

a. Upon the expiration of the Lease Term, the Ordering Agency will:

- (i) Upon 30 day written notice, return the Equipment to the Contractor or -
- (ii) Purchase the equipment at the fair market value of the equipment or;
- (iii) Obtain requirements in accordance with FAR 8.4 (Ordering Procedures) by issuing a new request for quote.

Note: Customers are advised to see paragraph 15-18 for additional lease expiration provisions.

7. ADDITIONS

For the purpose of this solicitation the definition of an addition is defined as follows:

Additions: The addition of accessories features or other enhancements available for lease under this contract to an existing model (base unit) already installed. Additions shall not change the functionality of the installed equipment.

a. The ordering agency may require the contractor to modify existing leased equipment through order modifications, provided the modifications are customarily offered by the contractor for the equipment leased. The price of the modification will be mutually agreed upon by the ordering agency and the contractor. The ordering agency may pay for the modification at full price upon acceptance, or the modification price may be leased coterminous with the initial lease term. The contract lease interest rate in effect at the time of order of the modification will be used to calculate the monthly payment applicable to the modification. For Operating leases a residual value should be negotiated for the modification.

For example:

Lease to ownership

Price of the modification - \$1,000

Months remaining on the equipment lease - 19

Current contract lease factor at the time of the modification - 0.45 for 24 month lease, the term closest to remainder of lease.

Interest equivalent (i) for lease factor is 0.625% per month

$[\text{rate}(N, -\text{pmt}, \text{Price}) / \text{rate}(24, -0.045, 1)]$

Modification Payment \$55.98 $[\text{PMT}(i, N, P) / \text{PMT}(.625\%, 19, 1000)]$

b. The Ordering Agency may affix or install any accessory, addition, equipment or device on the equipment ("additions") provided that such additions:

- (1) can be removed without causing material damage to the equipment;

- (2) do not reduce the value of the equipment; and
- (3) are obtained from or approved by the contractor, and are not subject to the interest of any third party other than the contractor.
- c. Any other additions may not be installed without the contractor's prior written consent. At the end of the lease term, the Government shall remove any additions which:
 - (1) were not leased from the contractor, and
 - (2) are readily removable without causing material damage or impairment of the intended function, use, or value of the equipment, and restore the equipment to its original configuration.
- d. Any additions, which are not removable, will become the contractor's property (lien free).
- e. Payment may be modified based on the schedule price adjusted to reflect the actual period until the end of the lease term.
- f. Should the Ordering Agency elect to replace equipment under the lease, a new FAR 8.4 competition is required. This does not preclude substitution for failure to perform. Ordering Agencies are advised that when making the decision to conduct a new competition, consideration must be given to the early termination of existing equipment and/or the financial considerations involved with the rollover of existing equipment should the current contractor prevail. Ordering Agencies are strongly advised to perform a cost benefit analysis in accordance with their agency procedures and policies with regard to rollovers.

8. RISK OF LOSS OR DAMAGE

The Government is relieved from all risk of loss or damage to the equipment during periods of transportation, installation, and during the entire time the equipment is in possession of the Government, except when loss or damage is due to the fault or negligence of the Government. The Government shall assume risk of loss or damage to the equipment during relocation unless the Contractor shall undertake such relocation.

9. WARRANTY

In accordance with Clause 552.246-73 under this contract, the contractor's warranty, as stated in the contractor's GSA Authorized Price List, is applicable to the lease.

10. EQUIPMENT PERFORMANCE

- a. The equipment supplied must be in operational or repairable condition throughout the term of the lease.
 - (1) Operational condition means the equipment is producing clear and clean copies, all mechanical accessories are operating as intended and in all respects the equipment is performing up to the standards in the manufacturer's specifications.
 - (2) Repairable condition means that the equipment can be repaired by a qualified technician within the terms of the maintenance agreement. Additionally, all required replacement parts are available and the equipment down time does not exceed that specified in the maintenance agreement.
- b. After a thirty (30) day notice and cure period, if the equipment continues to fail to be operational or repairable as defined above, the Ordering Agency may take those remedies available to it under either the contractor warranty provisions or default clause set forth in FAR 52.212-4(m). Such recourse will not be the basis for increasing the monthly payment or extending the term of the lease.
- c. Maintenance and Support:

Preventive Maintenance: The contractor shall provide preventive maintenance at least equal to the commercial practice. Intervals between scheduled maintenance services shall be no greater than those provided to commercial customers for the same model of copier.

Response to Service Calls: At minimum, during normal working hours (as specified by the using activity), Monday through Friday (excluding holidays observed by the Government), the contractor shall respond to verbal or written requests for service calls. The contractor shall repair the copier within either nine (9) working hours or sixteen (16) working hours (as specified by the User Activity) after the verbal or written request for the service call. However, for copiers identified as critical, the contractor shall respond to verbal requests for service calls and shall repair the copier within four (4) working hours. Copiers designated critical will be identified by the ordering activity in the order and shall not exceed 5% of the total number of copiers on the order. The contractor's response time on a service call starts, when authorized personnel of an ordering activity place a verbal request to the contractor for a service call or a written request is received by the contractor requesting a service call, whichever is earlier.

Contractors are required to submit a contingency plan to maintain full and proper operation of copiers and to avoid extended delays for repair or replacement of copiers.

Repair and Maintenance Service: Offerors shall submit and include in their pricelist's, a list of Names, addresses, and phone number(s) of authorized representatives, responsible to the contractor, who may be contacted by ordering activities for repair and maintenance of equipment. Only those authorized representatives listed may render maintenance service, unless the list is subsequently modified by mutual agreement between the contractor and the Contracting Officer, to add or terminate authorized representatives.

11. TITLE

During the Lease Term, the equipment shall always remain the property of the contractor. The Government shall have no right or interest in the equipment except as provided in this leasing agreement and shall hold the equipment subject and subordinate to the rights of the contractor.

12. State and Local Taxes (52-229-1):

Notwithstanding the terms of the Federal, State, and Local Taxes Clause, the contract price excludes all State and Local taxes levied on or measured by the contract or sales price of the services or completed supplies furnished under this contract. The contractor shall state separately on its invoices taxes excluded from the contract price, and the Government agrees either to pay the amount of the taxes (based on the current value of the equipment) to the contractor or provide evidence necessary to sustain an exemption.

See FAR clauses 52.229-1 State and Local Taxes; 52.229-3 Federal, State, and Local Taxes, which are incorporated by, reference.

13. EARLY TERMINATION CHARGES

Equipment leased under this agreement may be terminated at any time during a Government fiscal year by the Ordering Agency's Contracting Office responsible for the delivery order in accordance with FAR 52.212-4, paragraph (l) Termination for the Government's Convenience.

The Termination Ceiling Charge is a limit on the amount that a contractor may claim from the Ordering Agency on the termination for convenience of a lease or failure to renew a lease prior to the end of the lease term for reasons other than those set forth in section 14, Termination for Non-Appropriation. Termination ceiling charges will apply for each year of the lease term (See FAR 17.1). The Ordering Agency and contractor shall establish a Termination Ceiling amount. The Contracting Officer shall insert the Termination Ceiling

Charge for amount of the first year in the order and modify it for successive years upon availability of funds.

No claim will be accepted for future costs: supplies, maintenance, usage charges or interest expense beyond the date of cancellation. In accordance with the bona fide needs rule, all termination charges must reasonably represent the value the Ordering Agency received for the work performed at cancellation based upon the shorter lease term. No termination cost will be associated with the expiration of the lease term.

Formula 1: FOR Lease To Own (LTOP) SIN 51-58

Termination Fee = $\text{pmt}(i,n,P) * n - \text{sum of PMT} - \text{FMV}$

"P" = Schedule Price of equipment at time of order, inclusive of Ordering Agency negotiated price reductions should be considered.

"PMT" = Actual Monthly Payment paid on order to termination

"i" = Monthly Interest Rate applicable to the order

"n" = number of months from order to termination

"pmt" = Monthly payment corrected to actual lease term"

"FMV" = Fair Market Value of equipment if returned at termination. Unit price adjustments, residual or FMV values used to calculate operating leases, should not be considered

Formula 2: For Operating leases SIN 51 58a and 51 58b

Termination Fee = $\text{PV}(i, n, -\text{PMT})$

"PV"= Present Value

"i" = Interest rate per month, equal to the interest rate applicable to the calculation of the payment on the delivery order

"n"= Number of months remaining from termination date to the end of the lease term

"PMT" = Current monthly payment amount of the original payments through end of the lease

14. TERMINATION FOR NON-APPROPRIATION

The Ordering Agency reasonably believes that the bona fide need will exist for the entire lease term and corresponding funds in an amount sufficient to make all payment for the lease term will be available to the Ordering Agency. Therefore, it is unlikely that leases entered into under the SINs 51 58/Lease to Own (Copiers), 51 58a/Operating Lease (Copier), and 51 58b/all other equipment will be terminated prior to the full lease term. Nevertheless, the Ordering Agency's Contracting Officer may terminate or not renew leases at the end of any initial base period or renewal period under this paragraph if (a) it no longer has a bona fide need the equipment or functionally similar equipment; or (b) there is a continuing need, but adequate funds have not been appropriated to the ordering agency in an amount sufficient to continue to make the lease payments. If this occurs, the Ordering Agency will promptly notify the contractor and the equipment lease will be cancelled at the end of the last fiscal year for which funds were appropriated. The determination of the availability of funds is made solely by the Government.

15. LEASE EXTENSIONS

Extension of the present lease term is not permitted. Future copier requirements shall be procured in accordance with FAR 8.4, FSS Ordering Procedures.

16. LEASE EXPIRATIONS – SIN 51 58/LEASE TO OWN

Title to equipment installed under SIN 51 58 automatically transfers to the Government upon conclusion of the Lease Term Agreement.

17. LEASE EXPIRATIONS – SIN 51 58A/OPERATING LEASE AND 51 58B/ALL OTHER EQUIPMENT

Extension of the present lease term is not permitted. Future copier requirements shall be procured in accordance with FAR 8.4 covering Ordering Procedures.

Unless notified by the Ordering Agency that the Government intends to exercise its option to purchase the equipment, the equipment, upon the expiration of the lease term, will be removed by the contractor at the earliest practicable time. The Ordering Agency is responsible for removal charges. Unless specified under the schedule contract, removal charges will be administered outside the scope of the contract.

The equipment shall be in the same condition as when delivered, with the exception of ordinary wear and tear. The contractor shall conduct a timely inspection of the returned products and within thirty (30) days of the return, assert a claim if the condition of the equipment exceeds normal wear and tear.

In the event the Ordering Agency desires, at any time, to acquire title to equipment leased hereunder, the price will be mutually agreed upon by the parties.

18. RETURN OF EQUIPMENT

The Government will provide written instructions for the removal of the equipment. The Ordering Agency is required to provide serial numbers and exact location of equipment for pick up.

Upon receipt of this notice the contractor shall remove the equipment within thirty (30) days or a mutually agreed date and time. The Ordering Agency is responsible for removal charges. Unless specified under the schedule contract, removal charges will be administered outside the scope of the contract.

The equipment shall be in the same condition as when delivered, with the exception of ordinary wear and tear. The contractor shall conduct a timely inspection of the returned products and within thirty (30) days of the return, assert a claim if the condition of the equipment exceeds normal wear and tear.

Equipment not removed by the contractor within thirty (30) days of the date of notification by the Order Agency shall be considered as abandoned and subject to such disposal as the Government may deem appropriate.

Sales: \$51,113,971

Sales Period: Oct 1, 2006 to Sep 30, 2007

Cooperative Purchasing: No

Set Aside: No

FSC/PSC Code : 3610

Maximum Order : \$350,000

NAICS

Number	Description	Business Size
532299	All Other Consumer Goods Rental	\$6.5 million
532420	Office Machinery and Equipment Rental and Leasing	\$23 million

51 58A --- Operating Lease Plan For Copiers

This SIN includes Operating Lease plans under SIN 51 58a are applicable to copiers only. An operating Lease plan allows Federal customers to lease the equipment for a monthly rate over a period of time, with NO intent to purchase the equipment at the end of the lease agreement period. Ownership of the asset remains with the lessor. Consumable supplies are available for copier equipment under SIN 51 101 2. Consumable supplies and maintenance service shall be billed as a separate and additional charge.

NOTE: LEASING OF GENERAL PURPOSE COMMERCIAL EQUIPMENT

SINs: 51 58 – Lease-to-Ownership Plan (LTOP) - Copiers

51 58a – Operating Lease Plan – Copiers Only

51 58b Operating Lease Plan (All Other Products under FSC 36)

1. STATEMENT OF GOVERNMENT INTENT

For the purpose of this solicitation, Lease Term is defined as the duration of the lease in months (not to exceed 60 months) as shown on the Ordering Agency's initial delivery order. It is understood by all parties to this contract that this is a leasing arrangement. In that regard, the Government anticipates fulfilling the leasing agreement subject to the availability of appropriated funds and the continued needs of the Ordering Agency. The Ordering Agency, upon issuance of any delivery order pursuant to Special Item Numbers (SIN's) 51 58, 51 58a or 51 58b, intends to use the equipment for the lease term specified in the initial delivery order so long as the needs of the Ordering Agency for the equipment or functionally similar equipment continues to exist and adequate funds are appropriated. Each lease hereunder shall be initiated by a delivery order which shall, either through a statement of work or other attachment specify the equipment being leased, and the terms of the transaction as required in other sections of SIN's 51 58, 51 58a or 51 58b. The lease commencement is the date of acceptance as defined by FAR Subpart 12.4

The first period or initial term of the leasing agreement will be through September 30th of the fiscal year in which the order is placed, or as extended by act of Congress, unless the ordering office has multi-year funding.

Ordering Agencies are advised to follow the guidance provided in Federal Acquisition Regulation (FAR) Subpart 7.4 Equipment Lease or Purchase, and to review the lease terms and conditions prior to ordering and obligating funding for a lease. Ordering Agencies are responsible for the obligation of the funding consistent with fiscal law when entering into any lease arrangement.

2. ORDERING PROCEDURES

(1) Ordering Agencies are strongly encouraged to conduct a needs assessment prior to the procurement of copiers.

(2) When the Ordering Agency expresses an interest in leasing a product(s), the Ordering Agency will provide the following information to the prospective vendors:

- (i) Which product(s) is (are) required.
- (ii) The required delivery date.
- (iii) The proposed term of the lease.
- (iv) Where the equipment will be located.
- (v) Description of the intended use of the equipment.
- (3) The contractor will respond with:
 - (i) Whether the contractor can provide the required equipment.
 - (ii) The monthly payment based on the rate and the initial and residual values of the equipment.
 - (iii) The estimated cost, if any, of applicable State or local taxes.
 - (iv) A confirmation of the availability of the equipment on the required delivery date.
 - (v) Extent of warranty coverage, if any, of the leased products.
 - (vi) Cite the cost of any mandatory maintenance as applicable.
 - (vii) The Termination Ceiling Charges, as applicable. (See Section 13, Early Termination Charges).

(4) The ordering agency and contractor shall agree upon a termination ceiling charge which is established in accordance with the appropriate formula in Section 13. Early Termination Charges (See FAR Subpart 17.1)

(5) The Contracting Officer shall insert the agreed upon termination ceiling charge for the first year in the order and modify it for successive years upon availability of funds.

3. ORDERS AND PERIOD OF LEASING ARRANGEMENTS

a. Lease Options: At a minimum, Ordering Agencies placing orders for equipment under a leasing arrangement must specify on the delivery order the applicable leasing SIN under which the equipment is being leased.

51 58 Lease to Ownership Plan (LTOP) (Lease/Purchase)(Copier)

51 58A Lease with Option to Own (Operating Lease) (Copier)

51 58B Lease with Option to Own (Operating Lease) (All Other Products under the 36 Schedule)

b. Annual Year Funding. When using annually appropriated funds when placing an order for leasing, the following applies:

(1) Any lease executed by the Ordering Agency shall be on the basis that the known requirements exceed the remainder of the fiscal year. Due to funding constraints, however, the Ordering Agency cannot normally commit to a term longer than one fiscal year at the commencement of the lease. To facilitate the exercise of renewal options for future fiscal years, the lease term will be specified in the delivery order. All orders for leasing shall remain in effect through the Government fiscal year (or as extended by Act of Congress), or the planned expiration date of the lease, whichever is earlier, unless the Ordering Agency exercises its rights hereunder to acquire title to the equipment prior to the planned expiration date. Despite the fact that the delivery order will specify the total lease term, orders under the lease shall not be deemed to obligate succeeding fiscal year's funds or to otherwise commit the Ordering Agency to a renewal.

(2) All orders for leasing automatically terminate at the end of the Government fiscal year (or as extended by Act of Congress) or the contract term, whichever is earlier. However, Ordering Agencies should notify the contractor in writing thirty (30) calendar days prior to the expiration of such orders as to the Government's intent to renew. Ordering Agencies are instructed to follow the guidelines set forth in Paragraph 14 of this section with regard to termination of lease terms for non-appropriation or agency decisions not to renew. Should

Ordering Agencies decide to terminate the lease prior to the expiration of the lease term under any other condition other than those set forth in Paragraph 14, early termination charges shall apply, (See Section 13, Early Termination).

c. Multi-Year Funding Within contract Period: Where an Ordering Agency's specific appropriation authority provides for funds in excess of a 12 month (fiscal year) period, the Ordering Agency may place a schedule contract order for leasing for a period up to the expiration of its period of appropriation availability, or the expiration of the contract period whichever comes first, notwithstanding the intervening fiscal years.

d. In recognition of the types of products on this Schedule and the potential adverse impact to the Government's mission, the Government's quiet and peaceful possession and unrestricted use of the equipment shall not be disturbed in the event the equipment is sold by the Contractor, or in the event of bankruptcy of the contractor, corporate dissolution of the Contractor, or other event, so long as the Government is not in default. The equipment shall remain in the possession of the Government until the expiration of the lease. Any assignment, sale, bankruptcy, or other transfer of the leased equipment by the contractor will not relieve the Contractor of its obligations to the Government, and will not change the Government's duties or increase the burdens or risks imposed on the Government.

e. Assignment of Claims: In accordance with GSAR 552.232-23 Assignment of Claims under this contract, the Ordering Agency Contracting Officer may approve the assignment of claim for an order under these leasing Special Item Numbers (SINs) in accordance with FAR 32.803. Contractors cannot prohibit or otherwise limit the Government's ability to setoff lease payments under any lease or assignment of a lease.

f. Government Rights under Lease: The Government does NOT waive any performance requirements, warranty rights nor other contract or statutory rights, such as the right to set off payments against other Government debt, as a part of the lease. The Government's acceptance of an assignment of a lease, does not waive any of the Government contract provisions.

4. MAINTENANCE AND INSTALLATION

a. Maintenance and installation, when applicable, are not included in the lease payments. The Ordering Agency will obtain installation and/or maintenance from the contractor or a designated authorized service provider.

b. When installation and/or maintenance are to be performed by the Contractor, the payments, terms and conditions will be as stated in this contract. Maintenance payments and terms and conditions during subsequent renewal periods of this lease will be those of the prevailing GSA Schedule contract in effect.

5. MONTHLY PAYMENTS

a. Prior to the placement of an order under this SIN, the Ordering Agency and the contractor must agree on a "base value" for the products to be leased. The base value will be the contract purchase price (less any discounts). For operating leases the residual value is independent of the purchase option price. The residual value will be used in the calculation of the original lease payment.

b. To determine the initial lease term payment, the contractor agrees to apply the negotiated lease factor to the agreed upon base value:

Examples: Lease factor one (1) percent over the rate for the three year (or other term) Treasury Bill (T-bill) at the most current U. S. Treasury auction.

or

The Contractor's most favored finance rate factor as agreed to during contract negotiations.

The lease payment may be calculated by using a programmed business calculator or by using

“rate” functions provided in commercial computer spreadsheets (e.g., Lotus 1-2-3, Excel).

c. The purchase option price will be based upon the unamortized principle of the product. The payment will be based upon the unamortized principle, as shown on the payment schedule as of the last payment prior to date of transfer of ownership. In the event the Government desires, at any time, to acquire title to equipment leased hereunder, the Government may make a one time lump sum payment.

6. EXPIRATION OF LEASE TERM:

a. Upon the expiration of the Lease Term, the Ordering Agency will:

- (i) Upon 30 day written notice, return the Equipment to the Contractor or -
- (ii) Purchase the equipment at the fair market value of the equipment or;
- (iii) Obtain requirements in accordance with FAR 8.4 (Ordering Procedures) by issuing a new request for quote.

Note: Customers are advised to see paragraph 15-18 for additional lease expiration provisions.

7. ADDITIONS

For the purpose of this solicitation the definition of an addition is defined as follows:

Additions: The addition of accessories features or other enhancements available for lease under this contract to an existing model (base unit) already installed. Additions shall not change the functionality of the installed equipment.

a. The ordering agency may require the contractor to modify existing leased equipment through order modifications, provided the modifications are customarily offered by the contractor for the equipment leased. The price of the modification will be mutually agreed upon by the ordering agency and the contractor. The ordering agency may pay for the modification at full price upon acceptance, or the modification price may be leased coterminous with the initial lease term. The contract lease interest rate in effect at the time of order of the modification will be used to calculate the monthly payment applicable to the modification. For Operating leases a residual value should be negotiated for the modification.

For example:

Lease to ownership

Price of the modification - \$1,000

Months remaining on the equipment lease - 19

Current contract lease factor at the time of the modification - 0.045 for 24 month lease, the term closest to remainder of lease.

Interest equivalent (i) for lease factor is 0.625% per month

$\text{[rate(N,-pmt,Price)/rate(24,-0.045,1)]}$

Modification Payment \$55.98 $\text{[PMT(i,N,P)/PMT(.625\%,19,1000)]}$

b. The Ordering Agency may affix or install any accessory, addition, equipment or device on the equipment ("additions") provided that such additions:

- (1) can be removed without causing material damage to the equipment;
- (2) do not reduce the value of the equipment; and
- (3) are obtained from or approved by the contractor, and are not subject to the interest of any

third party other than the contractor.

c. Any other additions may not be installed without the contractor's prior written consent. At the end of the lease term, the Government shall remove any additions which:

(1) were not leased from the contractor, and

(2) are readily removable without causing material damage or impairment of the intended function, use, or value of the equipment, and restore the equipment to its original configuration.

d. Any additions, which are not removable, will become the contractor's property (lien free).

e. Payment may be modified based on the schedule price adjusted to reflect the actual period until the end of the lease term.

f. Should the Ordering Agency elect to replace equipment under the lease, a new FAR 8.4 competition is required. This does not preclude substitution for failure to perform. Ordering Agencies are advised that when making the decision to conduct a new competition, consideration must be given to the early termination of existing equipment and/or the financial considerations involved with the rollover of existing equipment should the current contractor prevail. Ordering Agencies are strongly advised to perform a cost benefit analysis in accordance with their agency procedures and policies with regard to rollovers.

8. RISK OF LOSS OR DAMAGE

The Government is relieved from all risk of loss or damage to the equipment during periods of transportation, installation, and during the entire time the equipment is in possession of the Government, except when loss or damage is due to the fault or negligence of the Government. The Government shall assume risk of loss or damage to the equipment during relocation unless the Contractor shall undertake such relocation.

9. WARRANTY

In accordance with Clause 552.246-73 under this contract, the contractor's warranty, as stated in the contractor's GSA Authorized Price List, is applicable to the lease.

10. EQUIPMENT PERFORMANCE

a. The equipment supplied must be in operational or repairable condition throughout the term of the lease.

(1) Operational condition means the equipment is producing clear and clean copies, all mechanical accessories are operating as intended and in all respects the equipment is performing up to the standards in the manufacturer's specifications.

(2) Repairable condition means that the equipment can be repaired by a qualified technician within the terms of the maintenance agreement. Additionally, all required replacement parts are available and the equipment down time does not exceed that specified in the maintenance agreement.

b. After a thirty (30) day notice and cure period, if the equipment continues to fail to be operational or repairable as defined above, the Ordering Agency may take those remedies available to it under either the contractor warranty provisions or default clause set forth in FAR 52.212-4(m). Such recourse will not be the basis for increasing the monthly payment or extending the term of the lease.

c. Maintenance and Support:

Preventive Maintenance: The contractor shall provide preventive maintenance at least equal to the commercial practice. Intervals between scheduled maintenance services shall be no greater than those provided to commercial customers for the same model of copier.

Response to Service Calls: At minimum, during normal working hours (as specified by the

using activity), Monday through Friday (excluding holidays observed by the Government), the contractor shall respond to verbal or written requests for service calls. The contractor shall repair the copier within either nine (9) working hours or sixteen (16) working hours (as specified by the User Activity) after the verbal or written request for the service call. However, for copiers identified as critical, the contractor shall respond to verbal requests for service calls and shall repair the copier within four (4) working hours. Copiers designated critical will be identified by the ordering activity in the order and shall not exceed 5% of the total number of copiers on the order. The contractor's response time on a service call starts, when authorized personnel of an ordering activity place a verbal request to the contractor for a service call or a written request is received by the contractor requesting a service call, whichever is earlier.

Contractors are required to submit a contingency plan to maintain full and proper operation of copiers and to avoid extended delays for repair or replacement of copiers.

Repair and Maintenance Service: Offerors shall submit and include in their pricelist's, a list of Names, addresses, and phone number(s) of authorized representatives, responsible to the contractor, who may be contacted by ordering activities for repair and maintenance of equipment. Only those authorized representatives listed may render maintenance service, unless the list is subsequently modified by mutual agreement between the contractor and the Contracting Officer, to add or terminate authorized representatives.

11. TITLE

During the Lease Term, the equipment shall always remain the property of the contractor. The Government shall have no right or interest in the equipment except as provided in this leasing agreement and shall hold the equipment subject and subordinate to the rights of the contractor.

12. State and Local Taxes (52-229-1):

Notwithstanding the terms of the Federal, State, and Local Taxes Clause, the contract price excludes all State and Local taxes levied on or measured by the contract or sales price of the services or completed supplies furnished under this contract. The contractor shall state separately on its invoices taxes excluded from the contract price, and the Government agrees either to pay the amount of the taxes (based on the current value of the equipment) to the contractor or provide evidence necessary to sustain an exemption.

See FAR clauses 52.229-1 State and Local Taxes; 52.229-3 Federal, State, and Local Taxes, which are incorporated by, reference.

13. EARLY TERMINATION CHARGES

Equipment leased under this agreement may be terminated at any time during a Government fiscal year by the Ordering Agency's Contracting Office responsible for the delivery order in accordance with FAR 52.212-4, paragraph (l) Termination for the Government's Convenience.

The Termination Ceiling Charge is a limit on the amount that a contractor may claim from the Ordering Agency on the termination for convenience of a lease or failure to renew a lease prior to the end of the lease term for reasons other than those set forth in section 14, Termination for Non-Appropriation. Termination ceiling charges will apply for each year of the lease term (See FAR 17.1). The Ordering Agency and contractor shall establish a Termination Ceiling amount. The Contracting Officer shall insert the Termination Ceiling Charge for amount of the first year in the order and modify it for successive years upon availability of funds.

No claim will be accepted for future costs: supplies, maintenance, usage charges or interest expense beyond the date of cancellation. In accordance with the bona fide needs rule, all termination charges must reasonably represent the value the Ordering Agency received for the work performed at cancellation based upon the shorter lease term. No termination cost will be associated with the expiration of the lease term.

Formula 1: FOR Lease To Own (LTOP) SIN 51-58

Termination Fee = $\text{pmt}(i,n,P) * n - \text{sum of PMT} - \text{FMV}$

"P" = Schedule Price of equipment at time of order, inclusive of Ordering Agency negotiated price reductions should be considered.

"PMT" = Actual Monthly Payment paid on order to termination

"i" = Monthly Interest Rate applicable to the order

"n" = number of months from order to termination

"pmt" = Monthly payment corrected to actual lease term"

"FMV" = Fair Market Value of equipment if returned at termination. Unit price adjustments, residual or FMV values used to calculate operating leases, should not be considered

Formula 2: For Operating leases SIN 51 58a and 51 58b

Termination Fee = $\text{PV}(i, n, -\text{PMT})$

"PV"= Present Value

"i" = Interest rate per month, equal to the interest rate applicable to the calculation of the payment on the delivery order

"n"= Number of months remaining from termination date to the end of the lease term

"PMT" = Current monthly payment amount of the original payments through end of the lease

14. TERMINATION FOR NON-APPROPRIATION

The Ordering Agency reasonably believes that the bona fide need will exist for the entire lease term and corresponding funds in an amount sufficient to make all payment for the lease term will be available to the Ordering Agency. Therefore, it is unlikely that leases entered into under the SINs 51 58/Lease to Own (Copiers), 51 58a/Operating Lease (Copier), and 51 58b/all other equipment will be terminated prior to the full lease term. Nevertheless, the Ordering Agency's Contracting Officer may terminate or not renew leases at the end of any initial base period or renewal period under this paragraph if (a) it no longer has a bona fide need the equipment or functionally similar equipment; or (b) there is a continuing need, but adequate funds have not been appropriated to the ordering agency in an amount sufficient to continue to make the lease payments. If this occurs, the Ordering Agency will promptly notify the contractor and the equipment lease will be cancelled at the end of the last fiscal year for which funds were appropriated. The determination of the availability of funds is made solely by the Government.

15. LEASE EXTENSIONS

Extension of the present lease term is not permitted. Future copier requirements shall be procured in accordance with FAR 8.4, FSS Ordering Procedures.

16. LEASE EXPIRATIONS – SIN 51 58/LEASE TO OWN

Title to equipment installed under SIN 51 58 automatically transfers to the Government upon conclusion of the Lease Term Agreement.

17. LEASE EXPIRATIONS – SIN 51 58A/OPERATING LEASE AND 51 58B/ALL OTHER EQUIPMENT

Extension of the present lease term is not permitted. Future copier requirements shall be procured in accordance with FAR 8.4 covering Ordering Procedures.

Unless notified by the Ordering Agency that the Government intends to exercise its option to purchase the equipment, the equipment, upon the expiration of the lease term, will be removed by the contractor at the earliest practicable time. The Ordering Agency is responsible for removal charges. Unless specified under the schedule contract, removal charges will be administered outside the scope of the contract.

The equipment shall be in the same condition as when delivered, with the exception of ordinary wear and tear. The contractor shall conduct a timely inspection of the returned products and within thirty (30) days of the return, assert a claim if the condition of the equipment exceeds normal wear and tear.

In the event the Ordering Agency desires, at any time, to acquire title to equipment leased hereunder, the price will be mutually agreed upon by the parties.

18. RETURN OF EQUIPMENT

The Government will provide written instructions for the removal of the equipment. The Ordering Agency is required to provide serial numbers and exact location of equipment for pick up.

Upon receipt of this notice the contractor shall remove the equipment within thirty (30) days or a mutually agreed date and time. The Ordering Agency is responsible for removal charges. Unless specified under the schedule contract, removal charges will be administered outside the scope of the contract.

The equipment shall be in the same condition as when delivered, with the exception of ordinary wear and tear. The contractor shall conduct a timely inspection of the returned products and within thirty (30) days of the return, assert a claim if the condition of the equipment exceeds normal wear and tear.

Equipment not removed by the contractor within thirty (30) days of the date of notification by the Order Agency shall be considered as abandoned and subject to such disposal as the Government may deem appropriate.

Sales: \$38,217,742

Sales Period: Oct 1, 2006 to Sep 30, 2007

Cooperative Purchasing: No

Set Aside: No

FSC/PSC Code : 3610

Maximum Order : \$350,000

NAICS

Number	Description	Business Size
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532299	All Other Consumer Goods Rental	\$6.5 million
532420	Office Machinery and Equipment Rental and Leasing	\$23 million

51 58B --- Operating Lease Plan - (All Other Products)

This SIN includes Operating Lease plans under SIN 51 58b are applicable to all other products (e.g., laboratory imaging systems, mailroom equipment, typewriters, darkroom w/equipment and supplies, network optical systems) under this schedule with the exception of copiers.

Operating Lease Plan for copiers are accepted under SIN 51 58a. Operating Lease plan allows Federal customers to lease the equipment for a monthly rate over a period of time, with NO intent to purchase the equipment at the end of the lease agreement period. Ownership of the asset remains with the lessor. Maintenance is not included under this SIN and therefore may be acquired under SIN 51 57. Consumable supplies are not included under this SIN.

NOTE: List the types of products leased under this schedule.

LEASING OF GENERAL PURPOSE COMMERCIAL EQUIPMENT

SINs: 51 58 – Lease-to-Ownership Plan (LTOP) - Copiers

51 58a – Operating Lease Plan – Copiers Only

51 58b Operating Lease Plan (All Other Products under FSC 36)

1. STATEMENT OF GOVERNMENT INTENT

For the purpose of this solicitation, Lease Term is defined as the duration of the lease in months (not to exceed 60 months) as shown on the Ordering Agency's initial delivery order. It is understood by all parties to this contract that this is a leasing arrangement. In that regard, the Government anticipates fulfilling the leasing agreement subject to the availability of appropriated funds and the continued needs of the Ordering Agency. The Ordering Agency, upon issuance of any delivery order pursuant to Special Item Numbers (SIN's) 51 58, 51 58a or 51 58b, intends to use the equipment for the lease term specified in the initial delivery order so long as the needs of the Ordering Agency for the equipment or functionally similar equipment continues to exist and adequate funds are appropriated. Each lease hereunder shall be initiated by a delivery order which shall, either through a statement of work or other attachment specify the equipment being leased, and the terms of the transaction as required in other sections of SIN's 51 58, 51 58a or 51 58b. The lease commencement is the date of acceptance as defined by FAR Subpart 12.4

The first period or initial term of the leasing agreement will be through September 30th of the fiscal year in which the order is placed, or as extended by act of Congress, unless the ordering office has multi-year funding.

Ordering Agencies are advised to follow the guidance provided in Federal Acquisition Regulation (FAR) Subpart 7.4 Equipment Lease or Purchase, and to review the lease terms and conditions prior to ordering and obligating funding for a lease. Ordering Agencies are responsible for the obligation of the funding consistent with fiscal law when entering into any lease arrangement.

2. ORDERING PROCEDURES

(1) Ordering Agencies are strongly encouraged to conduct a needs assessment prior to the procurement of copiers.

(2) When the Ordering Agency expresses an interest in leasing a product(s), the Ordering Agency will provide the following information to the prospective vendors:

- (i) Which product(s) is (are) required.
 - (ii) The required delivery date.
 - (iii) The proposed term of the lease.
 - (iv) Where the equipment will be located.
 - (v) Description of the intended use of the equipment.
- (3) The contractor will respond with:
- (i) Whether the contractor can provide the required equipment.
 - (ii) The monthly payment based on the rate and the initial and residual values of the equipment.
 - (iii) The estimated cost, if any, of applicable State or local taxes.
 - (iv) A confirmation of the availability of the equipment on the required delivery date.
 - (v) Extent of warranty coverage, if any, of the leased products.
 - (vi) Cite the cost of any mandatory maintenance as applicable.
 - (vii) The Termination Ceiling Charges, as applicable. (See Section 13, Early Termination Charges).

(4) The ordering agency and contractor shall agree upon a termination ceiling charge which is established in accordance with the appropriate formula in Section 13. Early Termination Charges (See FAR Subpart 17.1)

(5) The Contracting Officer shall insert the agreed upon termination ceiling charge for the first year in the order and modify it for successive years upon availability of funds.

3. ORDERS AND PERIOD OF LEASING ARRANGEMENTS

a. Lease Options: At a minimum, Ordering Agencies placing orders for equipment under a leasing arrangement must specify on the delivery order the applicable leasing SIN under which the equipment is being leased.

51 58 Lease to Ownership Plan (LTOP) (Lease/Purchase)(Copier)

51 58A Lease with Option to Own (Operating Lease) (Copier)

51 58B Lease with Option to Own (Operating Lease) (All Other Products under the 36 Schedule)

b. Annual Year Funding. When using annually appropriated funds when placing an order for leasing, the following applies:

(1) Any lease executed by the Ordering Agency shall be on the basis that the known requirements exceed the remainder of the fiscal year. Due to funding constraints, however, the Ordering Agency cannot normally commit to a term longer than one fiscal year at the commencement of the lease. To facilitate the exercise of renewal options for future fiscal years, the lease term will be specified in the delivery order. All orders for leasing shall remain in effect through the Government fiscal year (or as extended by Act of Congress), or the planned expiration date of the lease, whichever is earlier, unless the Ordering Agency exercises its rights hereunder to acquire title to the equipment prior to the planned expiration date. Despite the fact that the delivery order will specify the total lease term, orders under the lease shall not be deemed to obligate succeeding fiscal year's funds or to otherwise commit the Ordering Agency to a renewal.

(2) All orders for leasing automatically terminate at the end of the Government fiscal year (or as extended by Act of Congress) or the contract term, whichever is earlier. However, Ordering Agencies should notify the contractor in writing thirty (30) calendar days prior to the expiration of such orders as to the Government's intent to renew. Ordering Agencies are

instructed to follow the guidelines set forth in Paragraph 14 of this section with regard to termination of lease terms for non-appropriation or agency decisions not to renew. Should Ordering Agencies decide to terminate the lease prior to the expiration of the lease term under any other condition other than those set forth in Paragraph 14, early termination charges shall apply, (See Section 13, Early Termination).

c. Multi-Year Funding Within contract Period: Where an Ordering Agency's specific appropriation authority provides for funds in excess of a 12 month (fiscal year) period, the Ordering Agency may place a schedule contract order for leasing for a period up to the expiration of its period of appropriation availability, or the expiration of the contract period whichever comes first, notwithstanding the intervening fiscal years.

d. In recognition of the types of products on this Schedule and the potential adverse impact to the Government's mission, the Government's quiet and peaceful possession and unrestricted use of the equipment shall not be disturbed in the event the equipment is sold by the Contractor, or in the event of bankruptcy of the contractor, corporate dissolution of the Contractor, or other event, so long as the Government is not in default. The equipment shall remain in the possession of the Government until the expiration of the lease. Any assignment, sale, bankruptcy, or other transfer of the leased equipment by the contractor will not relieve the Contractor of its obligations to the Government, and will not change the Government's duties or increase the burdens or risks imposed on the Government.

e. Assignment of Claims: In accordance with GSAR 552.232-23 Assignment of Claims under this contract, the Ordering Agency Contracting Officer may approve the assignment of claim for an order under these leasing Special Item Numbers (SINs) in accordance with FAR 32.803. Contractors cannot prohibit or otherwise limit the Government's ability to setoff lease payments under any lease or assignment of a lease.

f. Government Rights under Lease: The Government does NOT waive any performance requirements, warranty rights nor other contract or statutory rights, such as the right to set off payments against other Government debt, as a part of the lease. The Government's acceptance of an assignment of a lease, does not waive any of the Government contract provisions.

4. MAINTENANCE AND INSTALLATION

a. Maintenance and installation, when applicable, are not included in the lease payments. The Ordering Agency will obtain installation and/or maintenance from the contractor or a designated authorized service provider.

b. When installation and/or maintenance are to be performed by the Contractor, the payments, terms and conditions will be as stated in this contract. Maintenance payments and terms and conditions during subsequent renewal periods of this lease will be those of the prevailing GSA Schedule contract in effect.

5. MONTHLY PAYMENTS

a. Prior to the placement of an order under this SIN, the Ordering Agency and the contractor must agree on a "base value" for the products to be leased. The base value will be the contract purchase price (less any discounts). For operating leases the residual value is independent of the purchase option price. The residual value will be used in the calculation of the original lease payment.

b. To determine the initial lease term payment, the contractor agrees to apply the negotiated lease factor to the agreed upon base value:

Examples: Lease factor one (1) percent over the rate for the three year (or other term) Treasury Bill (T-bill) at the most current U. S. Treasury auction.

or

The Contractor's most favored finance rate factor as agreed to during contract

negotiations.

The lease payment may be calculated by using a programmed business calculator or by using "rate" functions provided in commercial computer spreadsheets (e.g., Lotus 1-2-3, Excel).

c. The purchase option price will be based upon the unamortized principle of the product. The payment will be based upon the unamortized principle, as shown on the payment schedule as of the last payment prior to date of transfer of ownership. In the event the Government desires, at any time, to acquire title to equipment leased hereunder, the Government may make a one time lump sum payment.

6. EXPIRATION OF LEASE TERM:

a. Upon the expiration of the Lease Term, the Ordering Agency will:

- (i) Upon 30 day written notice, return the Equipment to the Contractor or -
- (ii) Purchase the equipment at the fair market value of the equipment or;
- (iii) Obtain requirements in accordance with FAR 8.4 (Ordering Procedures) by issuing a new request for quote.

Note: Customers are advised to see paragraph 15-18 for additional lease expiration provisions.

7. ADDITIONS

For the purpose of this solicitation the definition of an addition is defined as follows:

Additions: The addition of accessories features or other enhancements available for lease under this contract to an existing model (base unit) already installed. Additions shall not change the functionality of the installed equipment.

a. The ordering agency may require the contractor to modify existing leased equipment through order modifications, provided the modifications are customarily offered by the contractor for the equipment leased. The price of the modification will be mutually agreed upon by the ordering agency and the contractor. The ordering agency may pay for the modification at full price upon acceptance, or the modification price may be leased coterminous with the initial lease term. The contract lease interest rate in effect at the time of order of the modification will be used to calculate the monthly payment applicable to the modification. For Operating leases a residual value should be negotiated for the modification.

For example:

Lease to ownership

Price of the modification - \$1,000

Months remaining on the equipment lease - 19

Current contract lease factor at the time of the modification - 0.45 for 24 month lease, the term closest to remainder of lease.

Interest equivalent (i) for lease factor is 0.625% per month

$[\text{rate}(N, -\text{pmt}, \text{Price}) / \text{rate}(24, -0.045, 1)]$

Modification Payment \$55.98 $[\text{PMT}(i, N, P) / \text{PMT}(.625\%, 19, 1000)]$

b. The Ordering Agency may affix or install any accessory, addition, equipment or device on the equipment ("additions") provided that such additions:

- (1) can be removed without causing material damage to the equipment;

- (2) do not reduce the value of the equipment; and
- (3) are obtained from or approved by the contractor, and are not subject to the interest of any third party other than the contractor.
- c. Any other additions may not be installed without the contractor's prior written consent. At the end of the lease term, the Government shall remove any additions which:
 - (1) were not leased from the contractor, and
 - (2) are readily removable without causing material damage or impairment of the intended function, use, or value of the equipment, and restore the equipment to its original configuration.
- d. Any additions, which are not removable, will become the contractor's property (lien free).
- e. Payment may be modified based on the schedule price adjusted to reflect the actual period until the end of the lease term.
- f. Should the Ordering Agency elect to replace equipment under the lease, a new FAR 8.4 competition is required. This does not preclude substitution for failure to perform. Ordering Agencies are advised that when making the decision to conduct a new competition, consideration must be given to the early termination of existing equipment and/or the financial considerations involved with the rollover of existing equipment should the current contractor prevail. Ordering Agencies are strongly advised to perform a cost benefit analysis in accordance with their agency procedures and policies with regard to rollovers.

8. RISK OF LOSS OR DAMAGE

The Government is relieved from all risk of loss or damage to the equipment during periods of transportation, installation, and during the entire time the equipment is in possession of the Government, except when loss or damage is due to the fault or negligence of the Government. The Government shall assume risk of loss or damage to the equipment during relocation unless the Contractor shall undertake such relocation.

9. WARRANTY

In accordance with Clause 552.246-73 under this contract, the contractor's warranty, as stated in the contractor's GSA Authorized Price List, is applicable to the lease.

10. EQUIPMENT PERFORMANCE

- a. The equipment supplied must be in operational or repairable condition throughout the term of the lease.
 - (1) Operational condition means the equipment is producing clear and clean copies, all mechanical accessories are operating as intended and in all respects the equipment is performing up to the standards in the manufacturer's specifications.
 - (2) Repairable condition means that the equipment can be repaired by a qualified technician within the terms of the maintenance agreement. Additionally, all required replacement parts are available and the equipment down time does not exceed that specified in the maintenance agreement.
- b. After a thirty (30) day notice and cure period, if the equipment continues to fail to be operational or repairable as defined above, the Ordering Agency may take those remedies available to it under either the contractor warranty provisions or default clause set forth in FAR 52.212-4(m). Such recourse will not be the basis for increasing the monthly payment or extending the term of the lease.
- c. Maintenance and Support:

Preventive Maintenance: The contractor shall provide preventive maintenance at least equal to the commercial practice. Intervals between scheduled maintenance services shall be no greater than those provided to commercial customers for the same model of copier.

Response to Service Calls: At minimum, during normal working hours (as specified by the using activity), Monday through Friday (excluding holidays observed by the Government), the contractor shall respond to verbal or written requests for service calls. The contractor shall repair the copier within either nine (9) working hours or sixteen (16) working hours (as specified by the User Activity) after the verbal or written request for the service call. However, for copiers identified as critical, the contractor shall respond to verbal requests for service calls and shall repair the copier within four (4) working hours. Copiers designated critical will be identified by the ordering activity in the order and shall not exceed 5% of the total number of copiers on the order. The contractor's response time on a service call starts, when authorized personnel of an ordering activity place a verbal request to the contractor for a service call or a written request is received by the contractor requesting a service call, whichever is earlier.

Contractors are required to submit a contingency plan to maintain full and proper operation of copiers and to avoid extended delays for repair or replacement of copiers.

Repair and Maintenance Service: Offerors shall submit and include in their pricelist's, a list of Names, addresses, and phone number(s) of authorized representatives, responsible to the contractor, who may be contacted by ordering activities for repair and maintenance of equipment. Only those authorized representatives listed may render maintenance service, unless the list is subsequently modified by mutual agreement between the contractor and the Contracting Officer, to add or terminate authorized representatives.

11. TITLE

During the Lease Term, the equipment shall always remain the property of the contractor. The Government shall have no right or interest in the equipment except as provided in this leasing agreement and shall hold the equipment subject and subordinate to the rights of the contractor.

12. State and Local Taxes (52-229-1):

Notwithstanding the terms of the Federal, State, and Local Taxes Clause, the contract price excludes all State and Local taxes levied on or measured by the contract or sales price of the services or completed supplies furnished under this contract. The contractor shall state separately on its invoices taxes excluded from the contract price, and the Government agrees either to pay the amount of the taxes (based on the current value of the equipment) to the contractor or provide evidence necessary to sustain an exemption.

See FAR clauses 52.229-1 State and Local Taxes; 52.229-3 Federal, State, and Local Taxes, which are incorporated by, reference.

13. EARLY TERMINATION CHARGES

Equipment leased under this agreement may be terminated at any time during a Government fiscal year by the Ordering Agency's Contracting Office responsible for the delivery order in accordance with FAR 52.212-4, paragraph (l) Termination for the Government's Convenience.

The Termination Ceiling Charge is a limit on the amount that a contractor may claim from the Ordering Agency on the termination for convenience of a lease or failure to renew a lease prior to the end of the lease term for reasons other than those set forth in section 14, Termination for Non-Appropriation. Termination ceiling charges will apply for each year of the lease term (See FAR 17.1). The Ordering Agency and contractor shall establish a Termination Ceiling amount. The Contracting Officer shall insert the Termination Ceiling

Charge for amount of the first year in the order and modify it for successive years upon availability of funds.

No claim will be accepted for future costs: supplies, maintenance, usage charges or interest expense beyond the date of cancellation. In accordance with the bona fide needs rule, all termination charges must reasonably represent the value the Ordering Agency received for the work performed at cancellation based upon the shorter lease term. No termination cost will be associated with the expiration of the lease term.

Formula 1: FOR Lease To Own (LTOP) SIN 51-58

Termination Fee = $\text{pmt}(i,n,P) * n - \text{sum of PMT} - \text{FMV}$

"P" = Schedule Price of equipment at time of order, inclusive of Ordering Agency negotiated price reductions should be considered.

"PMT" = Actual Monthly Payment paid on order to termination

"i" = Monthly Interest Rate applicable to the order

"n" = number of months from order to termination

"pmt" = Monthly payment corrected to actual lease term"

"FMV" = Fair Market Value of equipment if returned at termination. Unit price adjustments, residual or FMV values used to calculate operating leases, should not be considered

Formula 2: For Operating leases SIN 51 58a and 51 58b

Termination Fee = $\text{PV}(i, n, -\text{PMT})$

"PV"= Present Value

"i" = Interest rate per month, equal to the interest rate applicable to the calculation of the payment on the delivery order

"n"= Number of months remaining from termination date to the end of the lease term

"PMT" = Current monthly payment amount of the original payments through end of the lease

14. TERMINATION FOR NON-APPROPRIATION

The Ordering Agency reasonably believes that the bona fide need will exist for the entire lease term and corresponding funds in an amount sufficient to make all payment for the lease term will be available to the Ordering Agency. Therefore, it is unlikely that leases entered into under the SINs 51 58/Lease to Own (Copiers), 51 58a/Operating Lease (Copier), and 51 58b/all other equipment will be terminated prior to the full lease term. Nevertheless, the Ordering Agency's Contracting Officer may terminate or not renew leases at the end of any initial base period or renewal period under this paragraph if (a) it no longer has a bona fide need the equipment or functionally similar equipment; or (b) there is a continuing need, but adequate funds have not been appropriated to the ordering agency in an amount sufficient to continue to make the lease payments. If this occurs, the Ordering Agency will promptly notify the contractor and the equipment lease will be cancelled at the end of the last fiscal year for which funds were appropriated. The determination of the availability of funds is made solely by the Government.

15. LEASE EXTENSIONS

Extension of the present lease term is not permitted. Future copier requirements shall be procured in accordance with FAR 8.4, FSS Ordering Procedures.

16. LEASE EXPIRATIONS – SIN 51 58/LEASE TO OWN

Title to equipment installed under SIN 51 58 automatically transfers to the Government upon conclusion of the Lease Term Agreement.

17. LEASE EXPIRATIONS – SIN 51 58A/OPERATING LEASE AND 51 58B/ALL OTHER EQUIPMENT

Extension of the present lease term is not permitted. Future copier requirements shall be procured in accordance with FAR 8.4 covering Ordering Procedures.

Unless notified by the Ordering Agency that the Government intends to exercise its option to purchase the equipment, the equipment, upon the expiration of the lease term, will be removed by the contractor at the earliest practicable time. The Ordering Agency is responsible for removal charges. Unless specified under the schedule contract, removal charges will be administered outside the scope of the contract.

The equipment shall be in the same condition as when delivered, with the exception of ordinary wear and tear. The contractor shall conduct a timely inspection of the returned products and within thirty (30) days of the return, assert a claim if the condition of the equipment exceeds normal wear and tear.

In the event the Ordering Agency desires, at any time, to acquire title to equipment leased hereunder, the price will be mutually agreed upon by the parties.

18. RETURN OF EQUIPMENT

The Government will provide written instructions for the removal of the equipment. The Ordering Agency is required to provide serial numbers and exact location of equipment for pick up.

Upon receipt of this notice the contractor shall remove the equipment within thirty (30) days or a mutually agreed date and time. The Ordering Agency is responsible for removal charges. Unless specified under the schedule contract, removal charges will be administered outside the scope of the contract.

The equipment shall be in the same condition as when delivered, with the exception of ordinary wear and tear. The contractor shall conduct a timely inspection of the returned products and within thirty (30) days of the return, assert a claim if the condition of the equipment exceeds normal wear and tear.

Equipment not removed by the contractor within thirty (30) days of the date of notification by the Order Agency shall be considered as abandoned and subject to such disposal as the Government may deem appropriate.

Sales: \$0

Sales Period: Oct 1, 2006 to Sep 30, 2007

Cooperative Purchasing: No

Set Aside: No

FSC/PSC Code : 3610

Maximum Order : \$350,000

NAICS

Number	Description	Business Size
532299	All Other Consumer Goods Rental	\$6.5 million
532420	Office Machinery and Equipment Rental and Leasing	\$23 million

51 100 --- Copiers

This SIN includes analog, engineering, digital/multifunctional copiers having single-color and/or full-color imaging in both desktop and console configurations. Analog copier has only copying capability. Digital/Multifunctional copiers have capabilities such as copying, printing, faxing, scanning to print/file, and/or facsimile with post finishing solutions connected to individual and network stations with solutions. The Multi-functional digital copier may have integrated functional capabilities or have modular expansion capabilities that permits functional upgrading. Both analog and digital/multifunctional copiers may have image enhancement capabilities (e.g., image magnification, reduction, contrast), paper handling capabilities (e.g., automatic paper selection, multiple paper trays, duplexing, collating), and/or document finishing capabilities (e.g., stapling, folding, punching). Copier speeds vary from under 25 copies per minute to over 100 copies per minute with copying volumes from under 1,000 copies per month to over 450,000 copies per month. Engineering copier also includes both analog and digital copiers (e.g., copiers capable of using transparent and opaque originals to produce plain paper, vellum or polyester film copies and capable of copying A to E size drawings. Full color, non-laser copiers, and other non-standard copier equipment (e.g., copy boards and easels) are included. It also includes copy control devices and systems for equipment under this SIN that can be used to limit copier access to authorize users and to record copier usage. The devices include mechanical and electrical copy-controls (e.g., key counters, cartridges, interface kits) and copy-control systems (e.g., central data collection units, and related connection devices as an integrated package). Transparency film is available under SIN 51 101 7 and consumable supplies are available under SIN 51 101 2. This SIN includes directly related attachments, accessories and supplies. (Note: Interactive Electronic Whiteboards are offered under SIN 20 300.

Sales: \$77,751,859

Sales Period: Oct 1, 2006 to Sep 30, 2007

Cooperative Purchasing: No

Set Aside: No

FSC/PSC Code : 3610

Maximum Order : \$350,000

NAICS

Number	Description	Business Size
333293	Printing Machinery and Equipment Manufacturing	1500 employees
333220	Plastics and Rubber Industry Machinery Manufacturing	500 employees

51 100C --- Cost-per-Copy Plan for Copiers (to include Analog, Digital, Multifunctional & Engineer Copiers)

This SIN includes cost-per-copy plans; the customer identifies the guaranteed minimum number of copies required per month and the required functional capability of the copier equipment. As necessary to satisfy the customer's requirements, the contractor provides the required copier equipment, including accessories, attachments, copy-control devices and systems, all consumable supplies (except copying paper and transparency films), and full-service maintenance including repair parts. The customer pays a fixed monthly fee based on the customer's guaranteed minimum number of copies per month. For copies over the guaranteed minimum, the customer pays an additional fee for each copy made.

NOTE: Offerors shall indicate below the make and model(s) of the copier for each volume band and tier. No limit is place on the number of models entered in the space provided. If additional space is needed, please use a separate page per Volume Band.

Volume Band I

Copier Model(s) Tier 1 (1-24) Tier 2 (25-99) Tier 3 (100-199) Tier 4 (200-299) Tier 5 (300-500)

Volume Band II

Copier Model(s) Tier 1 (1-24) Tier 2 (25-99) Tier 3 (100-199) Tier 4 (200-299) Tier 5 (300-500)

GENERAL REQUIREMENTS FOR COPIER EQUIPMENT

1. MAINTENANCE COVERAGE. The contractor shall not sell, rent, or lease any equipment to any activity for which the contractor cannot meet the provision of repair and maintenance services.

2. SECURITY will be handled at the task order level.

3. EQUIPMENT LOCATION. To facilitate prompt servicing of equipment, ordering activities must specify the type of equipment and whether equipment is for purchase, lease/rent or maintenance service, location of the equipment, and will advise the contractor of any subsequent change of equipment location.

4. PURCHASE ORDER/BILLING. The contractor shall bill the ordering agency as agreed upon.

5. TERMINATION –

[Refer to Termination for Convenience Clause]

[See FAR Clause 52.212-4]

6. SAFETY PRECAUTIONS. The contractor shall identify to the ordering activity in writing (e.g., via instruction sheet, operators manual, maintenance manual) those safety precautions and hazardous materials as it relates to the purchase product made against this schedule.

8. OPERATOR'S TRAINING Unless waived in the purchase order, the contractor shall provide operator training and operator manual for key operators as identified by the Government's authorized representative at the time of or prior to installation of the initial equipment. On an "as needed" basis within 3-5 working days of such request by the Government, additional training may be required to maintain qualified key operators when personnel are relocated or retire etc. It is estimated that one key operator per equipment per year will require training (e.g., for equipment that is in place for 4 years, it is estimated that 4 key operators will require training for that equipment).

9. EQUIPMENT DEMONSTRATION. Unless waived in the purchase order, the contractor shall demonstrate that the equipment is properly functioning at the time of installation. This demonstration shall be accomplished pursuant to the operating instructions furnished with the equipment and in the presence of the Government's authorized representative.

11. EQUIPMENT ACCEPTANCE. Upon determination that the equipment is acceptable, the Government's authorized representative, having responsibility for accepting the equipment under the purchase order, will sign the equipment acceptance document.

12. COPIER PAPER. Copier equipment shall be fully capable of operating satisfactorily and producing acceptable copies

13. REMANUFACTURED EQUIPMENT. Remanufactured equipment is equipment which has been subjected to certain processes including, but not limited to, the following: disassembly, cleaning, refinishing to the appearance of new equipment, replacement of all worn or defective components, and inspected and tested to new machine standards. No components other than those newly manufactured will be used as replacements, except in applications that does not affect machine performance.

14. SPECIAL REQUIREMENTS

GUARANTEED MINIMUM MONTHLY VOLUMES FOR EACH VOLUME BAND (OCT 1999)

(a) SIN 51 100C – For Cost-Per-Copy, the Guaranteed Monthly Minimum Volume (i.e., guaranteed number of copies per month) for each copying machine volume band are as follows:

VOLUME BAND GUARANTEED MONTHLY MINIMUM VOLUME

Volume Band 1	750 copies per month
Volume Band 2	5,001 copies per month
Volume Band 3	15,001 copies per month
Volume Band 4	30,001 copies per month
Volume Band 5	50,001 copies per month
Volume Band 6	80,001 copies per month
Volume Band 7	100,001 copies per month

(b) SIN 51 100C – Excluding the copying machines described in (c) and (d) below, if the actual monthly volume (i.e., actual total number of copies) is less than the "Guaranteed Monthly Minimum Volume" the Government agrees for the number of copies identified under the "Guaranteed Monthly Minimum Volume" at the order cost-per-copy price.

(c) SIN 51 100C – The "Guaranteed Monthly Minimum Volume" is not applicable to copier machines installed less than the total billing month. The actual copies from these machines will be paid at the order cost-per-copy price.

SIN 51 100C – In any month in which the Monthly Effectiveness Level (MEL) is less than 95 percent, the Government will not be responsible for paying any charge for lack of monthly volume.

(d) SIN 51 100F – Neither guaranteed or copy charges are applicable.

OFFEROR'S PRICING - COST-PER-COPY (CPC) (SIN 51-100c) & FLAT-RATE MONTHLY-FEE (FRMF) (SIN 51-100f)

Pricing for each volume band and tier for copiers will include:

- Consumables (except paper and transparencies);
- Full maintenance and repair services (including both preventive and emergency repairs during normal working hours); and
- Training for key operators, at the time of machine installation, as well as later as required by an ordering activity to maintain availability of trained key operators.

Offer pricing should be based on order quantities from 1 to 500 copiers located in a single urban area. For pricing purposes, the number of copiers shall be grouped into the following tiers:

Tier 1: 1 - 24 copiers

Tier 2: 25 - 99 copiers

Tier 3: 100 - 199 copiers

Tier 4: 200 - 299 copiers

Tier 5: 300 - 500 copiers

If this additional copier quantity increases the aggregate number of ordered copiers such that the quantity falls into a higher tier, the lower prices available in the higher tier will apply to the aggregate (total) number of ordered copiers. The lower prices for the aggregate number of copiers will commence upon Government acceptance of that copier which causes the aggregate number of ordered copiers to fall into a higher tier. The term of placement for the additional copiers will have the same agreement end date as that of the initial copiers.

NOTE TO OFFERORS: Your attention is called to the fact that the requirements for each volume band of copier includes both a requirement for a minimum number of copies per minute and a requirement for a monthly volume production capability. There is no direct relationship, either stated or implied, between these two requirements. The fact that any copier model meets the copies-per-minute requirement for a particular VB does not, in any way, imply that it automatically qualifies to meet the monthly volume requirement. The offeror's certification relative to monthly volume capability is to be based solely upon the offeror's engineering knowledge and in-service experience with the copier model being offered for a particular VB. Offerors are cautioned that compliance with the words "Capable of producing" in the monthly volume requirement for each VB defines a machine that will regularly produce, as a minimum, the upper limit of the stated number of copies per month without excessive malfunctions, breakdowns, or service calls. A high incidence of such problems with any copier model supplied may indicate probable noncompliance with the monthly volume requirement and may result in (1) requests for replacement of all units of this model with other models that can produce the required volumes of copies in a more reliable manner, (2) a decision not to renew the contract, or (3) termination for default proceedings.

CONSUMABLE SUPPLIES (CPC & FRMF)

All consumable supplies (with the exception of paper and transparencies) required for copier operations shall be included in the resulting price. This includes consumables (e.g., staples needed to operate stapling devices) whether optional or standard with the copiers covered under the contract. The Government will not be responsible for providing any consumable supplies (with the exception of paper and transparencies) and for moving, storing, inventorying, or issuing the contractor's consumable supplies. Paper and transparencies for

use in the copiers will be purchased by the Government and made available at the using activity's location(s). On or about the same day of each month, the contractor shall ensure that each copier is furnished with sufficient consumable supplies (excluding paper and transparencies) to produce a volume of copies equal to that stated as the lower limit of the Volume Band for that particular copier. In addition, the contractor shall respond to verbal orders for additional consumable supplies under the following conditions: Orders for additional consumable supplies shall be accepted only from persons identified on the user activity's list of personnel authorized to order supplies. Orders will state the quantity and type of consumable supplies required and the location and serial number of the copier for which the additional consumable supplies are being ordered. The contractor shall deliver additional consumable supplies within a period of twenty-four hours after receipt of a verbal order. Consumable supplies from the contractor shall be delivered during normal business hours, Monday through Friday (excluding holidays observed by the Government), as specified by the using activity. The contractor shall identify a point of contact for consumable supplies (e.g., for order, receipt, coordination, delivery, and maintenance of supplies).

PARTS AND SUPPLIES AVAILABILITY (CPC & FRMF): The contractor shall have parts and supplies in quantities sufficient to service the resulting contract. The contractor shall have a delivery system capable of delivery even under extreme emergency conditions.

MAINTENANCE AND SUPPORT (CPC & FRMF)

Preventive Maintenance: The contractor shall provide, at a minimum, one yearly service call as a preventive maintenance service to ensure that the each copier furnished under the resulting contract is maintained in fully operational condition. However, intervals between scheduled maintenance services shall be no greater than those provided to commercial customers for the same model of copier.

Response to Service Calls: During normal working hours (as specified by the using activity), Monday through Friday (excluding holidays observed by the Government), the contractor shall respond to verbal or written requests for service calls. The contractor shall repair the copier within either nine (9) working hours or sixteen (16) working hours (as specified by the using activity) after the verbal or written request for the service call. However, for copiers identified as critical, the contractor shall respond to verbal requests for service calls and shall repair the copier within four (4) working hours. Copiers designated critical will be identified by the ordering activity in the order and shall not exceed 5% of the total number of copiers on the order. The contractor's response time on a service call starts, when authorized personnel of an ordering activity place a verbal request to the contractor for a service call or a written request is received by the contractor requesting a service call, whichever is earlier.

Backup and Replacement Copiers: The contractor shall have backup and replacement copiers available to support each Volume Band. Backup copiers are those copiers that are temporarily installed. Replacement copiers are those copiers that are installed in place of a malfunctioning copier and that are intended to remain in place for the remainder of the contract period. When a copier cannot be repaired within sixteen (16) working hours, the ordering activity may require the contractor to provide a backup copier. The contractor shall deliver backup copiers within eight (8) working hours of the ordering activity's notifying the contractor that a backup copier is required. Backup copiers must equal or exceed the capabilities of the copier being replaced. The contractor's charges for use of the backup copier shall be identical to the charges for use of the original copier being replaced. If the original copier is not satisfactory repaired and returned to the ordering activity within a total of forty (40) working hours from the time of request for a service call, the contractor shall provide a replacement copier of the same make and model as the original copier or a

replacement copier satisfactory to the ordering activity. If agreed to by the ordering activity, the backup copier may be used as the replacement copier. The contractor shall provide the ordering activity with the serial number, location, and model number of the replacement copier.

Qualification of Personnel (CPC & FRMF): The contractor shall have qualified management, service technicians and delivery personnel in sufficient numbers to service and support the requirements under contract within the specified response times. Failure to maintain sufficient qualified personnel to meet the required response times may result in termination for default. The offeror shall designate and identify a program/project manager who is authorized to make decisions to ensure that the contract implementation and day-to-day operation is efficient and effective. At the time of submission of the offer, the offeror shall submit descriptions of the pertinent experience of those employees that will have principal responsibility for the Cost-per-Copy and Flat rate Monthly Fee Programs (e.g., program/project manager; key customer service representatives, dispatchers, service technicians).

Repair and Maintenance Service: Offerors shall submit and include in their pricelist's, a list of Names, addresses, and phone number(s) of authorized representatives, responsible to the contractor, who may be contacted by ordering activities for repair and maintenance of equipment. Only those authorized representatives listed may render maintenance service, unless the list is subsequently modified by mutual agreement between the contractor and the Contracting Officer, to add or terminate authorized representatives.

COPIER OPERATIONAL EFFECTIVENESS (CPC & FRMF)

Initial Installation: If a copier is not fully operational at the time of installation, the Government may, at its option, require the contractor to provide an immediate replacement copier. A fully operational copier can satisfactorily perform all the performance functions applicable to the copier.

Replacement Copier: Replacement copiers are those copiers that are installed in place of a malfunctioning copier and that are intended to remain in place for the remainder of the contract period.

Monthly Effectiveness Level: Each copier furnished under the resulting contract shall perform at a 95 percent or higher Monthly Effectiveness Level (MEL). The Monthly Effectiveness Level percentage shall be calculated as follows: $\text{Monthly Effectiveness Level percent} = ((\text{total monthly production period in hours}) - (\text{total number of copier downtime hours over the monthly production period})) / (\text{total monthly production period in hours}) \times 100$. The total monthly production period in hours shall be calculated by multiplying 8 hours per day times the number of working days in the month (weekend and Federal holidays excluded). The total number of copier downtime hours over the monthly production period shall be calculated as the number of minutes the copier was down (unable to perform one or more of its specified functions) during the monthly production period, divided by 60.

Credit (MEL): Failure of any copier to achieve a Monthly Effectiveness Level of 95 percent or higher shall entitle the Government to unilaterally take credit against the monthly billing for that particular copier. The credit shall be calculated as the difference between 100 percent and the achieved MEL percent times the maximum monthly charge. For copiers under a cost-per-copy plan, the maximum monthly charge will be calculated based on the lower number of copies specified under the Volume Band applicable to the copier. For copiers under a flat-rate monthly-fee plan, the maximum monthly charge will be the flat-rate monthly charge. In any month in which the Monthly Effectiveness Level is less than 95 percent, the

Government will not be responsible for paying any charge for lack of monthly volume. If the MEL is 95 percent or higher, the Government will take no credit. e.g., Credit calculation: If the copier was down for 1200 minutes in a month which had a total monthly production period of 21 days and the monthly cost-per-copy charge was .005 cents per copy for a Volume Band III (30,000 copies per month) copier, the Government's unilateral credit against the monthly billing would be calculated as follows:

Total monthly productions hours: 21 days times 8 hours = 168 total monthly production hours

Total number of copier downtime hours over the monthly production period:
1200 minutes divided by 60 = 20 hours

MEL percent: (168 minus 20, divided by 168) times 100 = 88.095 percent

Credit percentage taken: 100 percent minus 88.095 percent = 11.005 percent Monthly maximum cost-per-copy charge:

(\$.015 per copy) times (30,000 copies) = \$450

Government credit: 11.005 percent of \$450 = \$ 49.52

If a copier operates at less than a 90 percent Monthly Effectiveness Level for any month, the ordering activity shall have the option to require the contractor to replace the copier with a new replacement copier and the Government's right to unilaterally take credit against the monthly billing.

In lieu of requiring a replacement of the copier, the ordering activity (e.g., Program Manager) may require the contractor's authorized representative to certify (e.g., on the repair record) that sufficient maintenance has been performed to ensure a 95 percent or higher Monthly Effectiveness Level. If the ordering activity exercises this option, the Government shall still retain the right to unilaterally take credit against the monthly billing. If after certification, the copier operates at less than 95 percent Monthly Effectiveness Level for the following month, the contractor shall replace the copier with a brand new copier or the Government may opt to terminate the contract for default.

REMANUFACTURED EQUIPMENT: Remanufactured equipment is defined as equipment which has been remanufactured/rebuilt to new machine specifications, and which has not been used at any time prior to delivery after the remanufacturing/rebuilding process.

Remanufacturing/rebuilding as defined herein shall include, but not limited to: cleaning, refinishing, inspection, and testing components. Remanufactured/rebuilt components will be utilized as replacements only in applications that do not affect machine performance. Warranty, maintenance, and service terms for remanufacture/rebuilt machines shall be identical to those provided for are machines.

Sales: \$7,685,622

Sales Period: Oct 1, 2006 to Sep 30, 2007

Cooperative Purchasing: No

Set Aside: No

FSC/PSC Code : 3610

Maximum Order : \$350,000

NAICS

Number	Description	Business Size
333220	Plastics and Rubber Industry Machinery Manufacturing	500 employees
333293	Printing Machinery and Equipment Manufacturing	1500 employees

51 100F --- Flat Rate Monthly Fee Copying Plan For Copiers

This SIN includes flat-rate monthly-fee plans; the customer identifies the approximate number of copies required per month (i.e., monthly volume level) and the required functional capability of the copier equipment. As necessary to satisfy the customer's requirements, the contractor provides the required copier equipment, accessories, attachments, copy-control devices and systems, all consumable supplies (except copying paper and transparency films), and full maintenance services including repair parts. The customer pays a flat-rate monthly fee for copier, regardless of the number of copies made each month.

NOTE: Offerors shall indicate below the make and model(s) of copier(s), accessories, attachments and copy control device(s) offered for each volume band and tier. No limit is placed on the number of models, which may be entered in the space provided. Please provide the following format for each Volume Band and accessory offered. Please use a separate page per volume band.

Volume Band I

Copier Model(s) Tier 1 (1-24) Tier 2 (25-99) Tier 3 (100-199) Tier 4 (200-299) Tier 5 (300-500)

Volume Band II

Copier Model(s) Tier 1 (1-24) Tier 2 (25-99) Tier 3 (100-199) Tier 4 (200-299) Tier 5 (300-500)

GENERAL REQUIREMENTS FOR COPIER EQUIPMENT

1. MAINTENANCE COVERAGE. The contractor shall not sell, rent, or lease any equipment to any activity for which the contractor cannot meet the provision of repair and maintenance services.

2. SECURITY will be handled at the task order level.

3. EQUIPMENT LOCATION. To facilitate prompt servicing of equipment, ordering activities must specify the type of equipment and whether equipment is for purchase, lease/rent or maintenance service, location of the equipment, and will advise the contractor of any subsequent change of equipment location.

4. PURCHASE ORDER/BILLING. The contractor shall bill the ordering agency as agreed upon.

5. TERMINATION –

[Refer to Termination for Convenience Clause]

[See FAR Clause 52.212-4]

6. SAFETY PRECAUTIONS. The contractor shall identify to the ordering activity in writing (e.g., via instruction sheet, operators manual, maintenance manual) those safety precautions and hazardous materials as it relates to the purchase product made against this schedule.

8. OPERATOR'S TRAINING Unless waived in the purchase order, the contractor shall provide operator training and operator manual for key operators as identified by the Government's authorized representative at the time of or prior to installation of the initial equipment. On an "as needed" basis within 3-5 working days of such request by the

Government, additional training may be required to maintain qualified key operators when personnel are relocated or retire etc. It is estimated that one key operator per equipment per year will require training (e.g., for equipment that is in place for 4 years, it is estimated that 4 key operators will require training for that equipment).

9. EQUIPMENT DEMONSTRATION. Unless waived in the purchase order, the contractor shall demonstrate that the equipment is properly functioning at the time of installation. This demonstration shall be accomplished pursuant to the operating instructions furnished with the equipment and in the presence of the Government's authorized representative.

11. EQUIPMENT ACCEPTANCE. Upon determination that the equipment is acceptable, the Government's authorized representative, having responsibility for accepting the equipment under the purchase order, will sign the equipment acceptance document.

12. COPIER PAPER. Copier equipment shall be fully capable of operating satisfactorily and producing acceptable copies

13. REMANUFACTURED EQUIPMENT. Remanufactured equipment is equipment which has been subjected to certain processes including, but not limited to, the following: disassembly, cleaning, refinishing to the appearance of new equipment, replacement of all worn or defective components, and inspected and tested to new machine standards. No components other than those newly manufactured will be used as replacements, except in applications that does not affect machine performance.

14. SPECIAL REQUIREMENTS

GUARANTEED MINIMUM MONTHLY VOLUMES FOR EACH VOLUME BAND (OCT 1999)

(a) SIN 51 100C – For Cost-Per-Copy, the Guaranteed Monthly Minimum Volume (i.e., guaranteed number of copies per month) for each copying machine volume band are as follows:

VOLUME BAND GUARANTEED MONTHLY MINIMUM VOLUME

Volume Band 1	750 copies per month
Volume Band 2	5,001 copies per month
Volume Band 3	15,001 copies per month
Volume Band 4	30,001 copies per month
Volume Band 5	50,001 copies per month
Volume Band 6	80,001 copies per month
Volume Band 7	100,001 copies per month

(b) SIN 51 100C – Excluding the copying machines described in (c) and (d) below, if the actual monthly volume (i.e., actual total number of copies) is less than the "Guaranteed Monthly Minimum Volume" the Government agrees for the number of copies identified under the "Guaranteed Monthly Minimum Volume" at the order cost-per-copy price.

(c) SIN 51 100C – The "Guaranteed Monthly Minimum Volume" is not applicable to copier machines installed less than the total billing month. The actual copies from these machines will be paid at the order cost-per-copy price.

SIN 51 100C – In any month in which the Monthly Effectiveness Level (MEL) is less than 95 percent, the Government will not be responsible for paying any charge for lack of monthly volume.

(d) SIN 51 100F – Neither guaranteed or copy charges are applicable.

OFFEROR'S PRICING - COST-PER-COPY (CPC) (SIN 51-100c) & FLAT-RATE MONTHLY-FEE (FRMF) (SIN 51-100f)

Pricing for each volume band and tier for copiers will include:

- Consumables (except paper and transparencies);
- Full maintenance and repair services (including both preventive and emergency repairs during normal working hours); and
- Training for key operators, at the time of machine installation, as well as later as required by an ordering activity to maintain availability of trained key operators.

Offer pricing should be based on order quantities from 1 to 500 copiers located in a single urban area. For pricing purposes, the number of copiers shall be grouped into the following tiers:

Tier 1: 1 - 24 copiers

Tier 2: 25 - 99 copiers

Tier 3: 100 - 199 copiers

Tier 4: 200 - 299 copiers

Tier 5: 300 - 500 copiers

If this additional copier quantity increases the aggregate number of ordered copiers such that the quantity falls into a higher tier, the lower prices available in the higher tier will apply to the aggregate (total) number of ordered copiers. The lower prices for the aggregate number of copiers will commence upon Government acceptance of that copier which causes the aggregate number of ordered copiers to fall into a higher tier. The term of placement for the additional copiers will have the same agreement end date as that of the initial copiers.

NOTE TO OFFERORS: Your attention is called to the fact that the requirements for each volume band of copier includes both a requirement for a minimum number of copies per minute and a requirement for a monthly volume production capability. There is no direct relationship, either stated or implied, between these two requirements. The fact that any copier model meets the copies-per-minute requirement for a particular VB does not, in any way, imply that it automatically qualifies to meet the monthly volume requirement. The offeror's certification relative to monthly volume capability is to be based solely upon the offeror's engineering knowledge and in-service experience with the copier model being offered for a particular VB. Offerors are cautioned that compliance with the words "Capable of producing" in the monthly volume requirement for each VB defines a machine that will regularly produce, as a minimum, the upper limit of the stated number of copies per month without excessive malfunctions, breakdowns, or service calls. A high incidence of such problems with any copier model supplied may indicate probable noncompliance with the monthly volume requirement and may result in (1) requests for replacement of all units of this model with other models that can produce the required volumes of copies in a more reliable manner, (2) a decision not to renew the contract, or (3) termination for default proceedings.

CONSUMABLE SUPPLIES (CPC & FRMF)

All consumable supplies (with the exception of paper and transparencies) required for copier operations shall be included in the resulting price. This includes consumables (e.g., staples needed to operate stapling devices) whether optional or standard with the copiers covered under the contract. The Government will not be responsible for providing any consumable supplies (with the exception of paper and transparencies) and for moving, storing, inventorying, or issuing the contractor's consumable supplies. Paper and transparencies for use in the copiers will be purchased by the Government and made available at the using activity's location(s). On or about the same day of each month, the contractor shall ensure that each copier is furnished with sufficient consumable supplies (excluding paper and transparencies) to produce a volume of copies equal to that stated as the lower limit of the Volume Band for that particular copier. In addition, the contractor shall respond to verbal orders for additional consumable supplies under the following conditions: Orders for additional consumable supplies shall be accepted only from persons identified on the user activity's list of personnel authorized to order supplies. Orders will state the quantity and type of consumable supplies required and the location and serial number of the copier for which the additional consumable supplies are being ordered. The contractor shall deliver additional consumable supplies within a period of twenty-four hours after receipt of a verbal order. Consumable supplies from the contractor shall be delivered during normal business hours, Monday through Friday (excluding holidays observed by the Government), as specified by the using activity. The contractor shall identify a point of contact for consumable supplies (e.g., for order, receipt, coordination, delivery, and maintenance of supplies).

PARTS AND SUPPLIES AVAILABILITY (CPC & FRMF): The contractor shall have parts and supplies in quantities sufficient to service the resulting contract. The contractor shall have a delivery system capable of delivery even under extreme emergency conditions.

MAINTENANCE AND SUPPORT (CPC & FRMF)

Preventive Maintenance: The contractor shall provide, at a minimum, one yearly service call as a preventive maintenance service to ensure that the each copier furnished under the resulting contract is maintained in fully operational condition. However, intervals between scheduled maintenance services shall be no greater than those provided to commercial customers for the same model of copier.

Response to Service Calls: During normal working hours (as specified by the using activity), Monday through Friday (excluding holidays observed by the Government), the contractor shall respond to verbal or written requests for service calls. The contractor shall repair the copier within either nine (9) working hours or sixteen (16) working hours (as specified by the using activity) after the verbal or written request for the service call. However, for copiers identified as critical, the contractor shall respond to verbal requests for service calls and shall repair the copier within four (4) working hours. Copiers designated critical will be identified by the ordering activity in the order and shall not exceed 5% of the total number of copiers on the order. The contractor's response time on a service call starts, when authorized personnel of an ordering activity place a verbal request to the contractor for a service call or a written request is received by the contractor requesting a service call, whichever is earlier.

Backup and Replacement Copiers: The contractor shall have backup and replacement copiers available to support each Volume Band. Backup copiers are those copiers that are temporarily installed. Replacement copiers are those copiers that are installed in place of a malfunctioning copier and that are intended to remain in place for the remainder of the

contract period. When a copier cannot be repaired within sixteen (16) working hours, the ordering activity may require the contractor to provide a backup copier. The contractor shall deliver backup copiers within eight (8) working hours of the ordering activity's notifying the contractor that a backup copier is required. Backup copiers must equal or exceed the capabilities of the copier being replaced. The contractor's charges for use of the backup copier shall be identical to the charges for use of the original copier being replaced. If the original copier is not satisfactory repaired and returned to the ordering activity within a total of forty (40) working hours from the time of request for a service call, the contractor shall provide a replacement copier of the same make and model as the original copier or a replacement copier satisfactory to the ordering activity. If agreed to by the ordering activity, the backup copier may be used as the replacement copier. The contractor shall provide the ordering activity with the serial number, location, and model number of the replacement copier.

Qualification of Personnel (CPC & FRMF): The contractor shall have qualified management, service technicians and delivery personnel in sufficient numbers to service and support the requirements under contract within the specified response times. Failure to maintain sufficient qualified personnel to meet the required response times may result in termination for default. The offeror shall designate and identify a program/project manager who is authorized to make decisions to ensure that the contract implementation and day-to-day operation is efficient and effective. At the time of submission of the offer, the offeror shall submit descriptions of the pertinent experience of those employees that will have principal responsibility for the Cost-per-Copy and Flat rate Monthly Fee Programs (e.g., program/project manager; key customer service representatives, dispatchers, service technicians).

Repair and Maintenance Service: Offerors shall submit and include in their pricelist's, a list of Names, addresses, and phone number(s) of authorized representatives, responsible to the contractor, who may be contacted by ordering activities for repair and maintenance of equipment. Only those authorized representatives listed may render maintenance service, unless the list is subsequently modified by mutual agreement between the contractor and the Contracting Officer, to add or terminate authorized representatives.

COPIER OPERATIONAL EFFECTIVENESS (CPC & FRMF)

Initial Installation: If a copier is not fully operational at the time of installation, the Government may, at its option, require the contractor to provide an immediate replacement copier. A fully operational copier can satisfactorily perform all the performance functions applicable to the copier.

Replacement Copier: Replacement copiers are those copiers that are installed in place of a malfunctioning copier and that are intended to remain in place for the remainder of the contract period.

Monthly Effectiveness Level: Each copier furnished under the resulting contract shall perform at a 95 percent or higher Monthly Effectiveness Level (MEL). The Monthly Effectiveness Level percentage shall be calculated as follows: $\text{Monthly Effectiveness Level percent} = ((\text{total monthly production period in hours}) - (\text{total number of copier downtime hours over the monthly production period})) / (\text{total monthly production period in hours}) \times 100$. The total monthly production period in hours shall be calculated by multiplying 8 hours per day times the number of working days in the month (weekend and Federal holidays excluded). The total number of copier downtime hours over the monthly production period shall be calculated as the number of minutes the copier was down (unable to perform one or more of its specified functions) during the monthly production period, divided by 60.

Credit (MEL): Failure of any copier to achieve a Monthly Effectiveness Level of 95 percent or higher shall entitle the Government to unilaterally take credit against the monthly billing for that particular copier. The credit shall be calculated as the difference between 100 percent and the achieved MEL percent times the maximum monthly charge. For copiers under a cost-per-copy plan, the maximum monthly charge will be calculated based on the lower number of copies specified under the Volume Band applicable to the copier. For copiers under a flat-rate monthly-fee plan, the maximum monthly charge will be the flat-rate monthly charge. In any month in which the Monthly Effectiveness Level is less than 95 percent, the Government will not be responsible for paying any charge for lack of monthly volume. If the MEL is 95 percent or higher, the Government will take no credit. e.g., Credit calculation: If the copier was down for 1200 minutes in a month which had a total monthly production period of 21 days and the monthly cost-per-copy charge was .005 cents per copy for a Volume Band III (30,000 copies per month) copier, the Government's unilateral credit against the monthly billing would be calculated as follows:

Total monthly productions hours: 21 days times 8 hours = 168 total monthly production hours

Total number of copier downtime hours over the monthly production period:
1200 minutes divided by 60 = 20 hours

MEL percent: (168 minus 20, divided by 168) times 100 = 88.095 percent

Credit percentage taken: 100 percent minus 88.095 percent = 11.005 percent Monthly maximum cost-per-copy charge:

(\$.015 per copy) times (30,000 copies) = \$450

Government credit: 11.005 percent of \$450 = \$ 49.52

If a copier operates at less than a 90 percent Monthly Effectiveness Level for any month, the ordering activity shall have the option to require the contractor to replace the copier with a new replacement copier and the Government's right to unilaterally take credit against the monthly billing.

In lieu of requiring a replacement of the copier, the ordering activity (e.g., Program Manager) may require the contractor's authorized representative to certify (e.g., on the repair record) that sufficient maintenance has been performed to ensure a 95 percent or higher Monthly Effectiveness Level. If the ordering activity exercises this option, the Government shall still retain the right to unilaterally take credit against the monthly billing. If after certification, the copier operates at less than 95 percent Monthly Effectiveness Level for the following month, the contractor shall replace the copier with a brand new copier or the Government may opt to terminate the contract for default.

REMANUFACTURED EQUIPMENT: Remanufactured equipment is defined as equipment which has been remanufactured/rebuilt to new machine specifications, and which has not been used at any time prior to delivery after the remanufacturing/rebuilding process.

Remanufacturing/rebuilding as defined herein shall include, but not limited to: cleaning, refinishing, inspection, and testing components. Remanufactured/rebuilt components will be utilized as replacements only in applications that do not affect machine performance.

Warranty, maintenance, and service terms for remanufacture/rebuilt machines shall be identical to those provided for are machines.

Sales: \$11,132,609

Sales Period: Oct 1, 2006 to Sep 30, 2007

Cooperative Purchasing: No

Set Aside: No

FSC/PSC Code : 3610**Maximum Order :** \$350,000**NAICS**

Number	Description	Business Size
333293	Printing Machinery and Equipment Manufacturing	1500 employees
333220	Plastics and Rubber Industry Machinery Manufacturing	500 employees

51 101 2 --- Consumable Supplies for Copiers, Computers Printers and Fax Machines

This SIN includes directly related supplies (e.g., toner developer, dry ink, dry imager, fuser oil and fusing rollers, cleaning blades, pickoff fingers, photoconductors, photoreceptor belts and drums, staples wire, binder material, binder adhesive) for the copier equipment available under 51 100. Other directly related consumable supplies for computer printers and fax machines are toner, developer, and new manufactured single-and full-color toner cartridges) for laser and inkjet computer printers, fax machines and systems. This SIN does not include copier paper or transparency films for copiers. Transparency films are available under SIN 51 101 7. NO REMANUFACTURED (i.e. DRILL OR FILL TONER WILL BE ACCEPTED)

NOTE: ALL OFFERORS INTERESTED IN PROPOSING SUPPLIES ONLY MUST SUBMIT A PROPOSAL UNDER THE GENERAL SERVICES ADMINISTRATION, REGION 2 OFFICE LOCATED IN NEW YORK.

SUPPLIES ONLY ARE NOT ACCEPTED UNDER SOLICITATION NUMBER 3NFJ-C1-00-0001-B, FEDERAL SUPPLY GROUP 36.

Sales: \$11,316,677**Sales Period:** Oct 1, 2006 to Sep 30, 2007**Cooperative Purchasing:** No**Set Aside:** No**FSC/PSC Code :** 3610**Maximum Order :** \$350,000**NAICS**

Number	Description	Business Size
424120	Stationary and Office Supplies Merchant Wholesalers	100 employees

51 101 7 --- Transparency Film

This SIN includes wide range of transparency film - Xerographic Type - designed for single and color copiers, Thermal Type - designed for different image and background colors (e.g., infrared transparency film and Special Types - Transparency films (excluding xerographic and thermal films) for making special transparencies (e.g., transparency films for use with Laser, Inkjet, and Dot Matrix character printers, opaque films, write-on films, and thermal transfer films for use with computer generated graphics for color transparencies). This SIN includes directly related accessories, attachments (e.g., mounts, and supplies).

NOTE: *SMALL BUSINESS SET-ASIDE SIN*

Sales: \$12,452**Sales Period:** Oct 1, 2006 to Sep 30, 2007**Cooperative Purchasing:** No**Set Aside:** Yes

FSC/PSC Code : 3610

Maximum Order : \$350,000

NAICS

Number	Description	Business Size
333315	Photographic and Photocopying Equipment Manufacturing	500 employees

**51 208 --- Maintenance Service Agreement For all Other Equipment
Repair, replacement, and spare parts for equipment other than copiers,
including their associated accessories and attachments.**

A maintenance service agreement consists of preventative and repair (remedial) services. Preventative consists of those scheduled service calls necessary to maintain the equipment in first-class operating condition (e.g., cleaning, lubricating, adjusting, and replacing parts when needed). Repair (remedial) service consist of those unscheduled service calls necessary for repairs not caused by fire, water, accident, fluctuations in electrical power or the customer. The maintenance service agreement includes the cost of labor, replacement parts, and supplies (excluding expendable operating supplies). In the event the Government's equipment requires initial repair or overhaul prior to acceptance by the contractor for coverage under a maintenance service agreement, the charges for such repairs, including replacement parts and labor, will usually not be covered under the initial maintenance service agreement. In addition, charges for labor and replacement parts for complete rebuilding or overhauling of the Government's equipment are usually not included in the maintenance service agreement.

NOTE: SPECIAL PROVISIONS FOR SERVICE MAINTENANCE AGREEMENT SINs
51-57 & 51-208

Maintenance Service Agreement includes an annual preventative maintenance on Government-Owned Equipment. The Preventative Maintenance covers scheduled service calls necessary to maintain the equipment in first-class operating condition (e.g., inspect, test, clean; lubricate, adjust and replace parts when needed) that are designed to reduce equipment failure and extend useful life. For equipment other than copiers, the preventative and repair maintenance agreement may be different and offered in accordance with the agreement between the agency and the contractor will be outlined n the agreement based on their requirements. The price outlined in the maintenance agreement will be established based on the agency's specified needs. IN THE PRICELIST, offerors must identify prices for all services and a list of dealers names, addresses, and phone number of authorized dealers responsible for maintenance.

Maintenance Services offered for 51 208 shall be in accordance with commercial practices.

General Requirements

GEOGRAPHIC SERVICE AREA: Offeror must be competent to service equipment within the scope of the resultant contract or to specific geographic areas. Offeror shall list below equipment offered and the geographic areas covered.

Equipment (Make/Model)

Geographic Area

Service

Services must be rendered within nine (9) working hours after a written or oral notification. Pick up services for equipment under maintenance, must be made within 3 working days after notification is received. In the event, that the location of the equipment has been changed, the ordering office will advise the contractor immediately.

Agency Installation

Prior to acceptance of any equipment for maintenance, an inspection visit will be performed at no additional charge to the Government. The government will make arrangements for the contractor to perform a pre-inspection visit in order to ascertain if obvious abuse or damage exists. All equipment and maintenance inspection visits will be required through the end of the agreement. FAILURE TO PERFORM INSPECTION SERVICE AS STIPULATED IN THE CONTRACT (UNLESS UNLIMITED REPAIRS CALLS ARE ALLOWED) WILL RESULT IN A DEDUCTION OF 1/12 OF THE YEARLY RATE FOR EACH MONTH OF SUCH DELAY. FURTHER FAILURE TO TENDER EMERGENCY SERVICE WITHIN NINE (9) WORKING HOURS (MAXIMUM) AFTER WRITTEN OR ORAL NOTIFICATION, UNLESS OTHERWISE STATED, WILL BE SUBJECT TO A DEDUCTION OF 1/30 OF THE MONTHLY RATE FOR EACH DAY THE EQUIPMENT IS INOPERATIVE. The performance period shall begin within one week of the installation date (unless, delayed in accordance with provision entitled a delay of start of performance period and shall end when the equipment has met the standards of performance for period of thirty (30) consecutive days by operating in conformance with the contractors technical specifications and functional descriptions at an effectiveness level of 90% to 95% or more. THE CONTRACTOR SHALL GRANT A CREDIT TO THE GOVERNMENT FOR ANY MACHINE THAT FAILS TO PERFORM AT AN EFFECTIVE LEVEL OF 90% DURING ANY MONTH. Any non-conformance must be corrected within 30 days of notification by the agency.

If the performance is not corrected within 60 days of written notice, the Government may terminate the agreement and request immediate removal of the equipment. The offeror shall grant a credit to the agency for any machine, which fails to perform at an effectiveness level of 90% during any month. The effectiveness level for a machine is computed by dividing the total productive time, by the sum of that time, plus machine failure downtime. The credit shall be a percentage amount of the fixed monthly maintenance charge, which is determined by subtracting the actual percentage of effectiveness level attained during the month from 90%. Example: if the effectiveness level for a machine if 87% for the month, the credit would be 3% of the fixed monthly maintenance charge; if the effectiveness level is 90% or higher, there is no credit due under this provision. It is the responsibility of the Government to prove default.

Sales: \$1,405,800

Sales Period: Oct 1, 2006 to Sep 30, 2007

Cooperative Purchasing: No

Set Aside: No

FSC/PSC Code : D311

Maximum Order : \$350,000

NAICS

Number	Description	Business Size
323113	Commercial Screen Printing	500 employees

323114	Quick Printing	500 employees
323115	Digital Printing	500 employees
323119	Other Commercial Printing	500 employees
532299	All Other Consumer Goods Rental	\$6.5 million
532420	Office Machinery and Equipment Rental and Leasing	\$23 million

51 212 --- Post Copying/Finishing Equipment and Supplies

This SIN includes paper folding, paper gathering, inserting, collating and finishing, paper cutting and all other related equipment.

Sales: \$4,410,751

Sales Period: Oct 1, 2006 to Sep 30, 2007

Cooperative Purchasing: No

Set Aside: No

FSC/PSC Code : 3610

Maximum Order : \$350,000

NAICS

Number	Description	Business Size
333293	Printing Machinery and Equipment Manufacturing	1500 employees

51 229 --- Digital Duplicating Equipment

Digital duplicators scan original documents and automatically form an intermediate stencil master that transfers liquid ink to the paper to produce the desired number of copies at speeds up to 150+ copies per minute. Digital duplicators are capable of fast, large-size copying runs in single- color and/or full-color. When connected directly to a digital computer for desktop publishing applications, many digital duplicators can operate as high-speed (e.g., 120 copies per minute), high-quality printers capable of producing copies equivalent to those produced on high-speed, laser-quality printers with high resolution prints. Digital duplicators fill the gap between conventional copiers, which are used, for a small number of copies and offset presses, which are used, for a large number of copies. For over 25 copies of each original, the cost per copy using a digital duplicator is usually lower than for copies made using a conventional copier. Includes directly related supplies, accessories and attachments (e.g., cabinets, digital duplicator and color drums, automatic document feeders, edit boards, computer interface equipment, paper tray, tape marker, high capacity sheet feeders, interface kits, sorters, tape dispensers, and controllers for imaging processing, spirit fluids, spirit correction fluids, masters, black and color inks, job separator colored tape.

Sales: \$223,346

Sales Period: Oct 1, 2006 to Sep 30, 2007

Cooperative Purchasing: No

Set Aside: No

FSC/PSC Code : 3610

Maximum Order : \$350,000

NAICS

Number	Description	Business Size
323113	Commercial Screen Printing	500 employees
323114	Quick Printing	500 employees
323115	Digital Printing	500 employees
323119	Other Commercial Printing	500 employees

51 409 --- Network, Optical Imaging Systems and Solutions

The user will have the capability to search for documents from a variety of sources such as desktop computer, intranet/internet, LAN/WAN. The software will support the user's needs in capturing data in typed print, handprint, mark sense and barcode, electronic data and paper documents into an electronic format in a reliable, secured operating environment. To enable the user to migrate legacy based unstructured paper and electronic data into an electronic document; the contractor will provide the hardware and software. One of more of the following will be provided by the contractor, software/hardware components into medium of choice: Data & Document Capture, Document Imaging, COLD, Document Management, Storage Management, Document Management Scanner, and other related equipment. Document Solutions Additionally, this SIN includes equipment to include solutions for small to medium-size offices to allow the user to capture, file paper documents and retrieve data in seconds. This reduces the cost of storage and key documents and media. This equipment requires no software installation, just plug and play and can be fully access to the Web browser with ease. Document Storage Solutions are designed to deliver and maintain on/off line storage solutions for users who need to present, share, archive and distribute information on CD, DVD, DVRAM and other related mediums. Ideal to work with popular networking protocols including TCP/IP on Ethernet or Wideband network. Other related equipment may be offered. This SIN includes directly related software, accessories, attachments and supplies.

Sales: \$5,328,438

Sales Period: Oct 1, 2006 to Sep 30, 2007

Cooperative Purchasing: No

Set Aside: No

FSC/PSC Code : 3610

Maximum Order : \$350,000

NAICS

Number	Description	Business Size
333315	Photographic and Photocopying Equipment Manufacturing	500 employees

Group Name: Mail Management, Systems, Processing Equipment and Related Solutions**50 163 --- Mail Processing Machines, Systems and Related Software**

Description: This SIN includes Mailing Machines that automatically or manually feed seal (including seal-only machines), postmark, meter stamps, count and stack letters and machines that print postage on wet, dry or pressure-sensitive tape for packages and bulky envelopes. Mail/Parcel Scales and Weighing Machines that are either electronic or mechanical machines used for weighing and managing weighing/shipping information for packages and envelopes. Inserting Machines that insert checks, bulletins, reports, cards, letters, etc., into envelopes and other related products. Envelope Opener/Extracting Machines that completely and easily open envelopes and allow for easy removal of the envelope's contents. Addressing Machines that print addresses, attention lines, return addresses, etc., on (outgoing) mail. Imprinter machines imprint cards (e.g., credit card slips), forms, tickets, labels, and similar material requiring multiple imprints. Addresser/imprinter machines use metal and/or plastic plates. The mailmobile system is an automated internal mail delivery system as well as a service. This system is basically equipped to deliver mail, supplies, packages, cash as well as classified and sensitive documents on an invisible guidpath that is stimulated by ultraviolet and tracked by photoelectric sensors. X-Ray Inspection Systems - This system is designed to identify terrorist and criminal attacks of incoming mail, parcel packages, bags, boxes, etc. These systems are

mainly used in government buildings, banks, industry, television broadcasting, courtrooms, public training and workshops. This SIN includes a host of ancillary services, related software, attachments, accessories, supplies and solutions. All products include directly related, software accessories, attachments and supplies.

Sales: \$12,279,347

Sales Period: Oct 1, 2006 to Sep 30, 2007

Cooperative Purchasing: No

Set Aside: No

FSC/PSC Code : 3610

Maximum Order : \$350,000

NAICS

Number	Description	Business Size
333313	Office Machinery Manufacturing	1000 employees

50 287 --- Money Handling & Processing Machines

This SIN includes a wide range money handling and processing equipment such as cash registers, check and money handling equipment, check endorsing, signing and writing equipment, check perforating machines, coin sorting, and paper counting, and more. Includes directly related accessories, attachments and supplies.

Sales: \$1,249,120

Sales Period: Oct 1, 2006 to Sep 30, 2007

Cooperative Purchasing: No

Set Aside: No

FSC/PSC Code : 3610

Maximum Order : \$350,000

NAICS

Number	Description	Business Size
333313	Office Machinery Manufacturing	1000 employees

51 1000 --- Other Direct Costs

Other Direct Costs (ODCs), classes or categories of supplies and services which are not included in the unit price of the Support Products or Services Special Item Numbers (SINs), but are required to complete a given purchase, delivery task order, or where the specific requirements can only be defined in the Purchase, Delivery or Task order itself. Note: (New SIN being added to support Service SINs: 51 501, 51 503, 51 504, 51 505, 51 506, 51 507, 51 508, 51 509, 733 1, 733 2, 733 3, 733 4, 733 5, & 733 6

NOTE: CHART - OTHER DIRECT COSTS

Item, Commercial Price, Unit of Issue, Applicable Gov't Discount, Government Price

Sales: \$8,323,964

Sales Period: Oct 1, 2006 to Sep 30, 2007

Cooperative Purchasing: No

Set Aside: No

FSC/PSC Code : 3610

Maximum Order : \$350,000

NAICS

Number	Description	Business Size
561499	All Other Business Support Services	\$6.5 million

733 1 --- Mail Room Management Services

As specified in a task order, contractor shall provide daily mailroom administrative services consisting of, but not limited to: accepting incoming mail from USPS and courier services such as UPS and FEDEX; accepts and signs for certified mail, registered mail & overnight mail. Makes distribution of all mail using an Office Roster. Processes outgoing mail, metering flats, letters, packages, etc.

NOTE: IF THE OFFEROR'S COMMERCIAL PRACTICE IS TO PRICE THESE SERVICES ON AN HOURLY RATE BASIS, USE THE FOLLOWING FORMAT:
Labor/Task Category, Government Hourly Rate, Government Daily Rate, Commercial Hourly Rate, Commercial Daily Rate, Government Discount %

IF THE OFFEROR'S COMMERCIAL PRACTICE IS TO PRICE THESE SERVICES ON A UNIT/QUANTITY BASIS, USE THE FOLLOWING FORMAT:
Description, Government Unit/Quantity, Government Price, Commercial Unit/Quantity, Commercial Price, Government Discount %

OBJECTIVE

The purpose of this procurement and resulting contracts is to provide a contracting vehicle for Federal agencies to obtain qualified firms to accomplish their mail requirements.

SCOPE OF WORK

Contractors shall comply with all United States Postal Service (USPS) mailing standards, described in the Domestic Mail Manual (DMM) and other Postal Service directives that apply to the contractors operations. Contractors shall provide all qualified personnel, materials, equipment, facilities and services relative to Mail Management Services as specified in task orders placed by authorized users in a timely, efficient, and cost effective manner. Services specified in a task order may be performed at the contractor's facility, the ordering agency's facility, or other sites as appropriate. Contractors may provide a full range of services or choose only those services in which they specialize in one or more of the following Special Item Numbers.

SIN 733 1 MAIL ROOM ADMINISTRATIVE SUPPORT

Services include, but are not limited to, accepting incoming mail from the United States Postal System (USPS) and courier services such as UPS and FedEx; accepts and signs for certified mail, registered mail and overnight mail; distribution of mail using an Office Roster; processes outgoing mail, metering flats, letters, and packages.

Sales: \$20,443,458

Sales Period: Oct 1, 2006 to Sep 30, 2007

Cooperative Purchasing: No

Set Aside: No

FSC/PSC Code : D311

Maximum Order : \$1,000,000

NAICS

Number	Description	Business Size
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561110	Office Administrative Services	\$7.0 million
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733 2 --- Presort Mail

Provides all management, supervision, labor, materials, supplies and equipment and shall plan, schedule, coordinate, and assure effective performance of all services described herein.

Contractors will be required to provide a minimum of presort mail and barcode services applicable to the postage discount level offered, for domestic First Class Federal Government Mail, for various Federal Agencies in accordance with standard commercial practices and all USPS regulations. Contractors are required to have and continually maintain an USPS Coding Accuracy Support System (CASS) certification.

NOTE: POSTAGE RATE SERVICES PREVAILING USPS R100 FIRST CLASS
POSTAGE RATE

No automation-Presorted Metered_____

Automation Basic Metered_____

Automation 3 Digit Metered_____

Geographic Area of Coverage(i.e. city, county, metro area, etc.)____

OBJECTIVE

The purpose of this procurement and resulting contracts is to provide a contracting vehicle for Federal agencies to obtain qualified firms to accomplish their mail requirements.

SCOPE OF WORK

Contractors shall comply with all United States Postal Service (USPS) mailing standards, described in the Domestic Mail Manual (DMM) and other Postal Service directives that apply to the contractors operations. Contractors shall provide all qualified personnel, materials, equipment, facilities and services relative to Mail Management Services as specified in task orders placed by authorized users in a timely, efficient, and cost effective manner. Services specified in a task order may be performed at the contractor's facility, the ordering agency's facility, or other sites as appropriate. Contractors may provide a full range of services or choose only those services in which they specialize in one or more of the following Special Item Numbers.

SIN 733 2 MAIL PRESORT

Services include, but are not limited to, mail-presort and barcode services and clean-up below standard address format. No mail shall be rejected by the Contractor due to below standard address format. Each time a mail pickup is made, the Contractor's representative making the pickup must sign a prepared receipt that indicates the pickup date, and the exact number of pieces of mail consigned. The Contractor must collect and maintain this information and make it available to the agency for examination upon request by the Contracting Officer or the Contracting Officer's Representative.

All automation rate mailings must be address coded by Coding Accuracy Support System (CASS) certified software using the current ZIP+4 database.

Sales: \$1,606,752

Sales Period: Oct 1, 2006 to Sep 30, 2007

Cooperative Purchasing: No

Set Aside: No

FSC/PSC Code : D311**Maximum Order :** \$1,000,000**NAICS**

Number	Description	Business Size
561499	All Other Business Support Services	\$6.5 million

733 3 --- Miscellaneous Mail Services

Provides management, supervision, labor & equipment and plans, schedules, coordinates and assures effective performance of all services described. Consists of preparing/packaging mail, addressing, labeling, folding, inserting, bursting, collating, mail match, wrapping, software services, metering & stamping mail.

NOTE: IF THE OFFEROR'S COMMERCIAL PRACTICE IS TO PRICE THESE SERVICES ON AN HOURLY RATE BASIS, USE THE FOLLOWING FORMAT:
Labor/Task Category, Government Hourly Rate, Government Daily Rate, Commercial Hourly Rate, Commercial Daily Rate, Government Discount %

IF THE OFFEROR'S COMMERCIAL PRACTICE IS TO PRICE THESE SERVICES ON A UNIT/QUANTITY BASIS, USE THE FOLLOWING FORMAT:
Description, Government Unit/Quantity, Government Price, Commercial Unit/Quantity, Commercial Price, Government Discount %

IF THE OFFEROR'S COMMERCIAL PRACTICE IS TO PRICE THESE SERVICES ON A FIXED PRICE BASIS, USE THE FOLLOWING FORMAT:
Description, Government Price, Commercial Price, Government Discount %

OBJECTIVE

The purpose of this procurement and resulting contracts is to provide a contracting vehicle for Federal agencies to obtain qualified firms to accomplish their mail requirements.

SCOPE OF WORK

Contractors shall comply with all United States Postal Service (USPS) mailing standards, described in the Domestic Mail Manual (DMM) and other Postal Service directives that apply to the contractors operations. Contractors shall provide all qualified personnel, materials, equipment, facilities and services relative to Mail Management Services as specified in task orders placed by authorized users in a timely, efficient, and cost effective manner. Services specified in a task order may be performed at the contractor's facility, the ordering agency's facility, or other sites as appropriate. Contractors may provide a full range of services or choose only those services in which they specialize in one or more of the following Special Item Numbers.

SIN 733 3 MISCELLANEOUS MAIL SERVICES

Services include, but are not limited to, preparing/packaging mail, addressing, labeling, folding, inserting, bursting, collating, mail match, wrapping, software services, metering and stamping in accordance with standard commercial practices and all United States Postal Service (USPS) regulations.

Sales: \$77,554,360**Sales Period:** Oct 1, 2006 to Sep 30, 2007

Cooperative Purchasing: No

Set Aside: No

FSC/PSC Code : D311

Maximum Order : \$1,000,000

NAICS

Number	Description	Business Size
561499	All Other Business Support Services	\$6.5 million

733 4 --- List Management Services

Consists of data entry, address label printing, lists management, list cleanup and list coding

NOTE: OBJECTIVE

The purpose of this procurement and resulting contracts is to provide a contracting vehicle for Federal agencies to obtain qualified firms to accomplish their mail requirements.

SCOPE OF WORK

Contractors shall comply with all United States Postal Service (USPS) mailing standards, described in the Domestic Mail Manual (DMM) and other Postal Service directives that apply to the contractors operations. Contractors shall provide all qualified personnel, materials, equipment, facilities and services relative to Mail Management Services as specified in task orders placed by authorized users in a timely, efficient, and cost effective manner. Services specified in a task order may be performed at the contractor's facility, the ordering agency's facility, or other sites as appropriate. Contractors may provide a full range of services or choose only those services in which they specialize in one or more of the following Special Item Numbers.

SIN 733 4 LIST MANAGEMENT SERVICES

Services include, but are not limited to, data entry, address label printing, lists management, list cleanup and list coding.

Sales: \$3,416,499

Sales Period: Oct 1, 2006 to Sep 30, 2007

Cooperative Purchasing: No

Set Aside: No

FSC/PSC Code : D311

Maximum Order : \$1,000,000

NAICS

Number	Description	Business Size
561499	All Other Business Support Services	\$6.5 million

733 5 --- Mailroom Ergonomic Analysis Services

- Provides mailroom ergonomic analysis services that may include, but are not limited to: workflow analyses, studying and improving mailroom processes, productivity studies, task analysis, time & motion studies, determining optimal mailroom layout, site-specific ergonomic training, space planning, and process equipment assessments.

NOTE: OBJECTIVE

The purpose of this procurement and resulting contracts is to provide a contracting vehicle for Federal agencies to obtain qualified firms to accomplish their mail requirements.

SCOPE OF WORK

Contractors shall comply with all United States Postal Service (USPS) mailing standards, described in the Domestic Mail Manual (DMM) and other Postal Service directives that apply to the contractors operations. Contractors shall provide all qualified personnel, materials, equipment, facilities and services relative to Mail Management Services as specified in task orders placed by authorized users in a timely, efficient, and cost effective manner. Services specified in a task order may be performed at the contractor's facility, the ordering agency's facility, or other sites as appropriate. Contractors may provide a full range of services or choose only those services in which they specialize in one or more of the following Special Item Numbers.

SIN 733 5 MAIL ROOM ERGONOMIC ANALYSIS SERVICES

Services include, but are not limited to, workflow analyses, studying and improving mailroom processes, productivity studies, task analysis, time and motion studies, determining optimal mailroom layout, site-specific ergonomic training, space planning, and process equipment assessments.

Sales: \$0

Sales Period: Oct 1, 2006 to Sep 30, 2007

Cooperative Purchasing: No

Set Aside: No

FSC/PSC Code : D311

Maximum Order : \$1,000,000

NAICS

Number	Description	Business Size
541611	Administrative Management and General Management Consulting Services	\$6.5 million

733 6 --- Mail Screening and Inspection Services

This Service involves on-site and off-site examination of incoming mail, packages, etc. to detect any form of contamination (e.g., hazardous materials, chemicals, or explosives). This service includes personnel, materials, equipment, and facility to properly screen and inspect all incoming mail.

NOTE: OBJECTIVE

The purpose of this procurement and resulting contracts is to provide a contracting vehicle for Federal agencies to obtain qualified firms to accomplish their mail requirements.

SCOPE OF WORK

Contractors shall comply with all United States Postal Service (USPS) mailing standards, described in the Domestic Mail Manual (DMM) and other Postal Service directives that apply to the contractors operations. Contractors shall provide all qualified personnel, materials, equipment, facilities and services relative to Mail Management Services as specified in task orders placed by authorized users in a timely, efficient, and cost effective manner. Services

specified in a task order may be performed at the contractor's facility, the ordering agency's facility, or other sites as appropriate. Contractors may provide a full range of services or choose only those services in which they specialize in one or more of the following Special Item Numbers.

SIN 733 6 MAIL SCREENING AND INSPECTION SERVICES

This service involves on site and/or off site examination of all incoming mail, to detect any form of contamination (e.g., hazardous chemicals, anthrax or explosive). It includes Key Personnel, Specialized Equipment, and Supervision to properly screen and inspect incoming mail.

Sales: \$694,162

Sales Period: Oct 1, 2006 to Sep 30, 2007

Cooperative Purchasing: No

Set Aside: No

FSC/PSC Code : D311

Maximum Order : \$1,000,000

NAICS

Number	Description	Business Size
541330	Engineering Services	\$4.5 million

Group Name: Office/Business Products & Solutions

47 145 --- Typewriters

This SIN includes manual, non-electric/electric types - dictionary type, multilingual, electronic office, word processing, and professional/non-professional w/without disk drive, spell check.

This SIN includes directly related attachments, accessories and supplies.

Sales: \$258,347

Sales Period: Oct 1, 2006 to Sep 30, 2007

Cooperative Purchasing: No

Set Aside: No

FSC/PSC Code : 3610

Maximum Order : \$350,000

NAICS

Number	Description	Business Size
333313	Office Machinery Manufacturing	1000 employees

47 147 --- Security Applications for Business Machines

(SMALL BUSINESS SET ASIDE) This SIN includes security applications for office equipment (e.g., computers/monitors, keyboards, printers, fax machines, TV and VCR, calculators, copiers, medical equipment, cash registers, printers, typewriters laboratory Systems, word processors, audio/visual. This equipment is to be secured within any environment to deter unlawful removal of equipment. A combination of security solutions include (e.g., anti-theft software tracking system, - manage PC from a network location, switch for computer case, motion sensor, security hardware (e.g., metal plates and cable, strong adhesive, and other related options). This SIN includes all directly related conventional and biometric products, software, attachment, accessories and supplies.

NOTE: *SMALL BUSINESS SET-ASIDE SIN*

Sales: \$182,291**Sales Period:** Oct 1, 2006 to Sep 30, 2007**Cooperative Purchasing:** No**Set Aside:** Yes**FSC/PSC Code :** 3610**Maximum Order :** \$350,000**NAICS**

Number	Description	Business Size
333313	Office Machinery Manufacturing	1000 employees

47 355 --- Dictating and Transcribing Machines and Systems

This professional PC Dictation System that offers the user state-of-the art technology and digitize recording with a full voice recording system interface via network connected card reader with superior digital sound. No need for special telephone connections or wireless networks, superior digital sound quality, ID programmable to eliminate user input. The user has the option to instantly access deletions and re-record hands free. Restore missing information hands free without missing a word. The products may include: hand-held voice/data digital recorder with multifunction LCD display, voice documents, personal voice messaging, card reader, pc-based dictation application and digital kits. Additional features for enhancement purposes are software package, high-quality microphone designed for speeches, dedicated mouse, internal speaker for voice playback, sound card etc. Units are available in standard, mini, and micro cassette configurations.

Sales: \$958,565**Sales Period:** Oct 1, 2006 to Sep 30, 2007**Cooperative Purchasing:** No**Set Aside:** No**FSC/PSC Code :** 3610**Maximum Order :** \$350,000**NAICS**

Number	Description	Business Size
333313	Office Machinery Manufacturing	1000 employees

50 177 --- Date and Time Stamps

This SIN includes electric/non-electric date and stamps which automatically print date and time (e.g., month, date, and time, number and date, TEXT stamp for signature or message and check signer. Includes directly related accessories, attachments and supplies.

Sales: \$263,832**Sales Period:** Oct 1, 2006 to Sep 30, 2007**Cooperative Purchasing:** No**Set Aside:** No**FSC/PSC Code :** 3610**Maximum Order :** \$350,000**NAICS**

Number	Description	Business Size
339943	Marking Device Manufacturing	500 employees

50 180 --- Time and Attendance Program Systems

This SIN includes analog and digital Time and Attendance Program Systems. It includes the traditional time clock that gives the employee the option to walk to clock in. The digital version delivers accurate attendance and a host of capabilities which allows the manager to track time and attendance through network compatible software anytime right from their PC, enter the office by using a pin number and the employee is automatic clocked in. Perfect for organization with contractors to track paid and non-paid breaks. Payroll accounting system may be available. This SIN includes directly related accessories, attachments and supplies.

NOTE: *SMALL BUSINESS SET-ASIDE SIN*

Sales: \$116,182

Sales Period: Oct 1, 2006 to Sep 30, 2007

Cooperative Purchasing: No

Set Aside: Yes

FSC/PSC Code : 3610

Maximum Order : \$350,000

NAICS

Number	Description	Business Size
333313	Office Machinery Manufacturing	1000 employees

50 281 --- Calculators

This SIN includes a wide range of calculators such as basic, business, electronic, fraction, metric conversion, programmable/non-programmable, scientific, statistical, printing, graphic, web-site/financial. Includes directly related accessories, attachments, supplies and software.

Sales: \$22,657

Sales Period: Oct 1, 2006 to Sep 30, 2007

Cooperative Purchasing: No

Set Aside: No

FSC/PSC Code : 3610

Maximum Order : \$350,000

NAICS

Number	Description	Business Size
333313	Office Machinery Manufacturing	1000 employees

50 7002 --- Stencil Cutting Machines

This SIN includes a wide range of stencil cutting machines for all types of business applications such as industrial, military, municipal and transportation and related accessories, attachments and supplies.

Sales: \$418,041

Sales Period: Oct 1, 2006 to Sep 30, 2007

Cooperative Purchasing: No

Set Aside: No

FSC/PSC Code : 3610

Maximum Order : \$350,000

NAICS

Number	Description	Business Size
333313	Office Machinery Manufacturing	1000 employees

51 001 --- Office Products for the Impaired

This SIN covers turnkey products for vision, hearing, mobility and cognitive language impairments primarily used for disabilities. The purpose is to caption a subtitle from an analog and digital files format to quickly format text into individual captions, displayed on the computer screen, and video screen from one language into several languages. The files may include the following formats (e.g., microsoft word, wordperfect (any language), text with/without time code in and out, cheetah, inc. files, captions inc. files). The products may include: closed captioning systems (works with closed captioning encoders to create closed captions - can be placed anywhere on the screen), open captioning systems for compressed video, real-time captioning, encoders (work closely with closed captioning software to encode captions), and decoders. Include attachments, accessories, supplies and software.

Sales: \$43,684

Sales Period: Oct 1, 2006 to Sep 30, 2007

Cooperative Purchasing: No

Set Aside: No

FSC/PSC Code : 3610

Maximum Order : \$350,000

NAICS

Number	Description	Business Size
512191	Teleproduction and other Postproduction Services	\$27 million

51 002 --- Business Card Scanner and Solutions

This SIN includes handheld and desktop business card scanners that automatically read and organize business cards. Text information is stored into its proper fields - name, title, address, city, state, zip code, country, phone, fax, e-mail and web address. The user can easily search data on any of the fields and don't have to worry about missing words or numbers again. Perfect for creating business mailing list (e.g., workshops and conferences, training). Includes all directly related accessories, attachments, supplies and software.

Sales: \$0

Sales Period: Oct 1, 2006 to Sep 30, 2007

Cooperative Purchasing: No

Set Aside: No

FSC/PSC Code : 3610

Maximum Order : \$350,000

NAICS

Number	Description	Business Size
541511	Custom Computer Programming Services	\$23 million

165 205 --- Multimedia Office Cabinets, Displays, & Filing Systems including Pocket Card Frames and Portfolios

This SIN includes a wide range of multimedia office cabinets (e.g., aperture card, microfilm, microfiche, record keeping type), display and filing systems (e.g., file index desktop, powered/non rotary files, multimedia filing and storage products, racks, pocket card frames and portfolios, easel stands, plate holders) (including pocket card frames and portfolios). This

SIN includes directly supplies, accessories and attachments.

Sales: \$13,391,004

Sales Period: Oct 1, 2006 to Sep 30, 2007

Cooperative Purchasing: No

Set Aside: No

FSC/PSC Code : 3610

Maximum Order : \$350,000

NAICS

Number	Description	Business Size
337215	"Showcase, Partition, Shelving, and Locker Manufacturing"	500 employees

Group Name: Photographic Products, Services & Solutions

50 156 --- Personal & Document Identification Systems

This SIN includes Personal and Document Identification Systems that includes, but not limited to: eye, face, palm, fingerprint and voice recognition systems, public (private) key infrastructure are excluded (PKI). The Identification Systems may include but not limited to: Photo Identification Cameras & Systems and Embossed Card Systems. Systems may be PC assessable and may feature Smart Card Technology, such as, encoded magnetic strips, bar codes, signatures, etc. This SIN also includes all related software, attachments, accessories and supplies.

Sales: \$4,592,783

Sales Period: Oct 1, 2006 to Sep 30, 2007

Cooperative Purchasing: No

Set Aside: No

FSC/PSC Code : 3610

Maximum Order : \$350,000

NAICS

Number	Description	Business Size
323119	Other Commercial Printing	500 employees

51 402 --- Multi-Media Readers, Reader-Printers and Systems

This SIN includes a wide range of Readers and Reader-Printers - electronic reader scanner systems, aperture card, microfilm, microfilm and universal, microfiche, microfilm - automated retrieval, microfiche, high-volume output reader-printers, sorter/collators and other related equipment. Includes directly accessories, and attachments (e.g., microfilm reel, cartridges/magazines and aperture cards (with/without film).

Sales: \$3,277,261

Sales Period: Oct 1, 2006 to Sep 30, 2007

Cooperative Purchasing: No

Set Aside: No

FSC/PSC Code : 3610

Maximum Order : \$350,000

NAICS

Number	Description	Business Size
333315	Photographic and Photocopying Equipment Manufacturing	500 employees

51 417 --- Microphotographic Film, Paper, Chemical Preparation and Equipment

This SIN covers a wide range of film, paper chemical preparation, related equipment and supplies. The film includes (silver halide used to process permanent records, computer output microfilm for COM units, duplicating film - for direct/indirect silver duplicators), dry silver film and paper (including aperture cards that have dry silver film in the opening), standard size microfilm copy prints paper. Chemical Preparations include (e.g., developers, fixers, and specialties for reader-printer paper and a host of accessories, attachments and consumable supplies (e.g., leaders, trailers, splice, tab). The Related Equipment includes (e.g., microphotographic duplicating and developing equipment - used in the duplication of Diazo, Thermal and Silver Gelatin Microfilms), Black and White Negatives or Color Wet-Processing Equipment, Microfilm Finishing and Editing Equipment - includes microfilm finishing and editing equipment including (e.g., microfilm cutters, trimmers notchers, and splicers, jacket/aperture, card loaders and filler (e.g., mounters and inserters, magazine and cartridge loaders, manual motorized, table model station) and Microphotographic Inspection and Quality Control Equipment (used for cleaning equipment, test kits, rewinds, test targets). Includes directly related accessories and attachments (e.g., MicroFilm Reel, Cartridges/Magazines and Aperture Cards (without film).

Sales: \$741,062

Sales Period: Oct 1, 2006 to Sep 30, 2007

Cooperative Purchasing: No

Set Aside: No

FSC/PSC Code : 3610

Maximum Order : \$350,000

NAICS

Number	Description	Business Size
325992	"Photographic Film, Paper, Plate, and Chemical Manufacturing"	500 employees

51 1001 --- Introduction of New Products/Services (INPS SIN)

A new or improved product/services is a product/service, offered at any time that has the potential to provide economical or efficient means for Federal agencies to accomplish their mission. It may be a service/product existing in the commercial market, which is being developed, improved, or not yet introduced to the Federal Government. It also may perform a new task, service, or procedure within the scope of the Federal Supply Schedule, not currently available under any GSA contract. The contractor shall be capable of demonstrating that the product/service has the potential to provide greater economical or efficient means for Federal agencies to accomplish their mission; perform a new task or procedure not currently under any GSA contract. As determined by the Government, there are no similar items currently available under an existing Special Item Number (SIN). Contractors must understand that there is no guarantee that the product/service offered be recognized and accepted as a new product/service. Technical review of products/services may be considered. The Government has sole discretion to determine whether a product/service shall be accepted as a new product/service. Note: If the services proposed is found acceptable under this schedule, additional information may be required such as (e.g., samples of work requirements, past/current references) and commercial/government pricing. At that time, criteria will be developed.

Sales: \$14,199,628

Sales Period: Oct 1, 2006 to Sep 30, 2007

Cooperative Purchasing: No

Set Aside: No

FSC/PSC Code : 3610

Maximum Order : \$350,000

NAICS

Number	Description	Business Size
333313	Office Machinery Manufacturing	1000 employees

51 B36 2A --- International - All Equipment under this Schedule

Includes overseas purchase of copiers, accessories, supplies; rental/lease of copiers; and maintenance and repair and other directly related requirements. Includes all directly related accessories, attachments, and supplies.

Sales: \$7,198,228

Sales Period: Oct 1, 2006 to Sep 30, 2007

Cooperative Purchasing: No

Set Aside: No

FSC/PSC Code : 3610

Maximum Order : \$350,000

NAICS

Number	Description	Business Size
333293	Printing Machinery and Equipment Manufacturing	1500 employees
333220	Plastics and Rubber Industry Machinery Manufacturing	500 employees

Part II - CONTRACT TERMS AND CONDITIONS

Begin Regulation

52.212-4 CONTRACT TERMS AND CONDITIONS—COMMERCIAL ITEMS (OCT 2008)

(a) *Inspection/Acceptance.* The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The Government reserves the right to inspect or test any supplies or services that have been tendered for acceptance. The Government may require repair or replacement of nonconforming supplies or reperformance of nonconforming services at no increase in contract price. If repair/replacement or reperformance will not correct the defects or is not possible, the Government may seek an equitable price reduction or adequate consideration for acceptance of nonconforming supplies or services. The Government must exercise its postacceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.

(b) *Assignment.* The Contractor or its assignee may assign its rights to receive payment due as a result of performance of this contract to a bank, trust company, or other financing institution, including any Federal lending agency in accordance with the Assignment of Claims Act (31 U.S.C. 3727). However, when a third party makes payment (e.g., use of the Governmentwide commercial purchase card), the Contractor may not assign its rights to receive payment under this contract.

(c) *Changes.* Changes in the terms and conditions of this contract may be made only by written agreement of the parties.

(d) *Disputes.* This contract is subject to the Contract Disputes Act of 1978, as amended (41 U.S.C. 601-613). Failure of the parties to this contract to reach agreement on any request for equitable adjustment, claim, appeal or action arising under or relating to this contract shall be a dispute to be resolved in accordance with the clause at FAR 52.233-1, Disputes, which is incorporated herein by reference. The Contractor shall proceed diligently with performance of this contract, pending final resolution of any dispute arising under the contract.

(e) *Definitions.* The clause at FAR 52.202-1, Definitions, is incorporated herein by reference.

(f) *Excusable delays.* The Contractor shall be liable for default unless nonperformance is caused by an occurrence beyond the reasonable control of the Contractor and without its fault or negligence such as, acts of God or the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, and delays of common carriers. The Contractor shall notify the Contracting Officer in writing as soon as it is reasonably possible after the commencement of any excusable delay, setting forth the full particulars in connection therewith, shall remedy such occurrence with all reasonable dispatch, and shall promptly give written notice to the Contracting Officer of the cessation of such occurrence.

(g) *Invoice.*

(1) The Contractor shall submit an original invoice and three copies (or electronic invoice, if authorized) to the address designated in the contract to receive invoices. An invoice must include#

(i) Name and address of the Contractor;

(ii) Invoice date and number;

(iii) Contract number, contract line item number and, if applicable, the order number;

(iv) Description, quantity, unit of measure, unit price and extended price of the items

delivered;

(v) Shipping number and date of shipment, including the bill of lading number and weight of shipment if shipped on Government bill of lading;

(vi) Terms of any discount for prompt payment offered;

(vii) Name and address of official to whom payment is to be sent;

(viii) Name, title, and phone number of person to notify in event of defective invoice; and

(ix) Taxpayer Identification Number (TIN). The Contractor shall include its TIN on the invoice only if required elsewhere in this contract.

(x) Electronic funds transfer (EFT) banking information.

(A) The Contractor shall include EFT banking information on the invoice only if required elsewhere in this contract.

(B) If EFT banking information is not required to be on the invoice, in order for the invoice to be a proper invoice, the Contractor shall have submitted correct EFT banking information in accordance with the applicable solicitation provision, contract clause (e.g., 52.232-33, Payment by Electronic Funds Transfer # Central Contractor Registration, or 52.232-34, Payment by Electronic Funds Transfer # Other Than Central Contractor Registration), or applicable agency procedures.

(C) EFT banking information is not required if the Government waived the requirement to pay by EFT.

(2) Invoices will be handled in accordance with the Prompt Payment Act (31 U.S.C. 3903) and Office of Management and Budget (OMB) prompt payment regulations at 5 CFR part 1315.

(h) *Patent indemnity.* The Contractor shall indemnify the Government and its officers, employees and agents against liability, including costs, for actual or alleged direct or contributory infringement of, or inducement to infringe, any United States or foreign patent, trademark or copyright, arising out of the performance of this contract, provided the Contractor is reasonably notified of such claims and proceedings.

(i) *Payment.*

(1) Items accepted. Payment shall be made for items accepted by the Government that have been delivered to the delivery destinations set forth in this contract.

(2) Prompt payment. The Government will make payment in accordance with the Prompt Payment Act (31 U.S.C. 3903) and prompt payment regulations at 5 CFR part 1315.

(3) Electronic Funds Transfer (EFT). If the Government makes payment by EFT, see 52.212-5(b) for the appropriate EFT clause.

(4) Discount. In connection with any discount offered for early payment, time shall be computed from the date of the invoice. For the purpose of computing the discount earned, payment shall be considered to have been made on the date which appears on the payment check or the specified payment date if an electronic funds transfer payment is made.

(5) Overpayments. If the Contractor becomes aware of a duplicate contract financing or invoice payment or that the Government has otherwise overpaid on a contract financing or invoice payment, the Contractor shall--

(i) Remit the overpayment amount to the payment office cited in the contract along with a description of the overpayment including the#

(A) Circumstances of the overpayment (e.g., duplicate payment, erroneous payment, liquidation errors, date(s) of overpayment);

(B) Affected contract number and delivery order number, if applicable;

(C) Affected contract line item or subline item, if applicable; and

(D) Contractor point of contact.

(ii) Provide a copy of the remittance and supporting documentation to the Contracting Officer.

(6) Interest.

(i) All amounts that become payable by the Contractor to the Government under this contract shall bear simple interest from the date due until paid unless paid within 30 days of becoming due. The interest rate shall be the interest rate established by the Secretary of the Treasury as provided in Section 611 of the Contract Disputes Act of 1978 (Public Law 95-563), which is applicable to the period in which the amount becomes due, as provided in (i)(6)(v) of this clause, and then at the rate applicable for each six-month period as fixed by the Secretary until the amount is paid.

(ii) The Government may issue a demand for payment to the Contractor upon finding a debt is due under the contract.

(iii) Final decisions. The Contracting Officer will issue a final decision as required by 33.211 if #

(A) The Contracting Officer and the Contractor are unable to reach agreement on the existence or amount of a debt within 30 days;

(B) The Contractor fails to liquidate a debt previously demanded by the Contracting Officer within the timeline specified in the demand for payment unless the amounts were not repaid because the Contractor has requested an installment payment agreement; or

(C) The Contractor requests a deferment of collection on a debt previously demanded by the Contracting Officer (see 32.607-2).

(iv) If a demand for payment was previously issued for the debt, the demand for payment included in the final decision shall identify the same due date as the original demand for payment.

(v) Amounts shall be due at the earliest of the following dates:

(A) The date fixed under this contract.

(B) The date of the first written demand for payment, including any demand for payment resulting from a default termination.

(vi) The interest charge shall be computed for the actual number of calendar days involved beginning on the due date and ending on#

(A) The date on which the designated office receives payment from the

Contractor;

(B) The date of issuance of a Government check to the Contractor from which an amount otherwise payable has been withheld as a credit against the contract debt; or

(C) The date on which an amount withheld and applied to the contract debt would otherwise have become payable to the Contractor.

(vii) The interest charge made under this clause may be reduced under the procedures prescribed in 32.608-2 of the Federal Acquisition Regulation in effect on the date of this contract.

(j) *Risk of loss.* Unless the contract specifically provides otherwise, risk of loss or damage to the supplies provided under this contract shall remain with the Contractor until, and shall pass to the Government upon:

(1) Delivery of the supplies to a carrier, if transportation is f.o.b. origin; or

(2) Delivery of the supplies to the Government at the destination specified in the contract, if transportation is f.o.b. destination.

(k) *Taxes.* The contract price includes all applicable Federal, State, and local taxes and duties.

(l) *Termination for the Government's convenience.* The Government reserves the right to terminate this contract, or any part hereof, for its sole convenience. In the event of such termination, the Contractor shall immediately stop all work hereunder and shall immediately cause any and all of its suppliers and subcontractors to cease work. Subject to the terms of this contract, the Contractor shall be paid a percentage of the contract price reflecting the percentage of the work performed prior to the notice of termination, plus reasonable charges the Contractor can demonstrate to the satisfaction of the Government using its standard record keeping system, have resulted from the termination. The Contractor shall not be required to comply with the cost accounting standards or contract cost principles for this purpose. This paragraph does not give the Government any right to audit the Contractor's records. The Contractor shall not be paid for any work performed or costs incurred which reasonably could have been avoided.

(m) *Termination for cause.* The Government may terminate this contract, or any part hereof, for cause in the event of any default by the Contractor, or if the Contractor fails to comply with any contract terms and conditions, or fails to provide the Government, upon request, with adequate assurances of future performance. In the event of termination for cause, the Government shall not be liable to the Contractor for any amount for supplies or services not accepted, and the Contractor shall be liable to the Government for any and all rights and remedies provided by law. If it is determined that the Government improperly terminated this contract for default, such termination shall be deemed a termination for convenience.

(n) *Title.* Unless specified elsewhere in this contract, title to items furnished under this contract shall pass to the Government upon acceptance, regardless of when or where the Government takes physical possession.

(o) *Warranty.* The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

(p) *Limitation of liability.* Except as otherwise provided by an express warranty, the Contractor will not be liable to the Government for consequential damages resulting from any defect or deficiencies in accepted items.

(q) *Other compliances.* The Contractor shall comply with all applicable Federal, State and local laws, executive orders, rules and regulations applicable to its performance under this contract.

(r) *Compliance with laws unique to Government contracts.* The Contractor agrees to comply with 31 U.S.C. 1352 relating to limitations on the use of appropriated funds to influence certain Federal contracts; 18 U.S.C. 431 relating to officials not to benefit; 40 U.S.C. 3701, et seq., Contract Work Hours and Safety Standards Act; 41 U.S.C. 51-58, Anti-Kickback Act of 1986; 41 U.S.C. 265 and 10 U.S.C. 2409 relating to whistleblower protections; 49 U.S.C. 40118, Fly American; and 41 U.S.C. 423 relating to procurement integrity.

(s) *Order of precedence.* Any inconsistencies in this solicitation or contract shall be resolved by giving precedence in the following order: (1) the schedule of supplies/services; (2) the Assignments, Disputes, Payments, Invoice, Other Compliances, and Compliance with Laws Unique to Government Contracts paragraphs of this clause; (3) the clause at 52.212-5; (4) addenda to this solicitation or contract, including any license agreements for computer software; (5) solicitation provisions if this is a solicitation; (6) other paragraphs of this clause; (7) the Standard Form 1449; (8) other documents, exhibits, and attachments; and (9) the specification.

(t) *Central Contractor Registration (CCR).*

(1) Unless exempted by an addendum to this contract, the Contractor is responsible during performance and through final payment of any contract for the accuracy and completeness of the data within the CCR database, and for any liability resulting from the Government's reliance on inaccurate or incomplete data. To remain registered in the CCR database after the initial registration, the Contractor is required to review and update on an annual basis from the date of initial registration or subsequent updates its information in the CCR database to ensure it is current, accurate and complete. Updating information in the CCR does not alter the terms and conditions of this contract and is not a substitute for a properly executed contractual document.

(2) (i) If a Contractor has legally changed its business name, "doing business as" name, or division name (whichever is shown on the contract), or has transferred the assets used in performing the contract, but has not completed the necessary requirements regarding novation and change-of-name agreements in FAR subpart 42.12, the Contractor shall provide the responsible Contracting Officer a minimum of one business day's written notification of its intention to (A) change the name in the CCR database; (B) comply with the requirements of subpart 42.12; and (C) agree in writing to the timeline and procedures specified by the responsible Contracting Officer. The Contractor must provide with the notification sufficient documentation to support the legally changed name.

(ii) If the Contractor fails to comply with the requirements of paragraph (t)(2)(i) of this clause, or fails to perform the agreement at paragraph (t)(2)(i)(C) of this clause, and, in the absence of a properly executed novation or change-of-name agreement, the CCR information that shows the Contractor to be other than the Contractor indicated in the contract will be considered to be incorrect information within the meaning of the "Suspension of Payment" paragraph of the electronic funds transfer (EFT) clause of this contract.

(3) The Contractor shall not change the name or address for EFT payments or manual payments, as appropriate, in the CCR record to reflect an assignee for the purpose of assignment of claims (see Subpart 32.8, Assignment of Claims). Assignees shall be separately registered in the CCR database. Information provided to the Contractor's CCR record that indicates payments, including those made by EFT, to an ultimate recipient other than that Contractor will be considered to be incorrect information within the meaning of the "Suspension of payment" paragraph of the EFT clause of this contract.

(4) Offerors and Contractors may obtain information on registration and annual confirmation requirements via the internet at <http://www.ccr.gov> or by calling 1-888-227-2423 or 269-961-5757.

Begin Addendum for Part II - CONTRACT TERMS AND CONDITIONS

Begin Regulation

**52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO
IMPLEMENT STATUTES OR EXECUTIVE
ORDERS—COMMERCIAL ITEMS (DEC 2008)**

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

(1) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).

(2) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Pub. L. 108-77, 108-78).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: [Contracting Officer check as appropriate.]

Number	Title	Clause/Provision
52.203-6	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT (SEP 2006) (ALTERNATE I -- OCT 1995)	Clause
52.219-14	LIMITATIONS ON SUBCONTRACTING (DEC 1996)	Clause
52.219-16	LIQUIDATED DAMAGES--SUBCONTRACTING PLAN (JAN 1999)	Clause
52.219-28	POST-AWARD SMALL BUSINESS PROGRAM REREPRESENTATION (JUN 2007)	Clause
52.219-8	UTILIZATION OF SMALL BUSINESS CONCERNS (MAY 2004)	Clause
52.219-9	SMALL BUSINESS SUBCONTRACTING PLAN (NOV 2007)	Clause
52.222-19	CHILD LABOR--COOPERATION WITH AUTHORITIES AND REMEDIES (FEB 2008)	Clause
52.222-21	PROHIBITION OF SEGREGATED FACILITIES (FEB 1999)	Clause
52.222-26	EQUAL OPPORTUNITY (MAR 2007)	Clause
52.222-3	CONVICT LABOR (JUN 2003)	Clause
52.222-35	EQUAL OPPORTUNITY FOR SPECIAL DISABLED VETERANS, VETERANS OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS (SEP 2006)	Clause
52.222-36	AFFIRMATIVE ACTION FOR WORKERS WITH DISABILITIES (JUN 1998)	Clause
52.222-37	EMPLOYMENT REPORTS ON SPECIAL DISABLED VETERANS, VETERANS OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS (SEP 2006)	Clause
52.222-39	NOTIFICATION OF EMPLOYEE RIGHTS CONCERNING PAYMENT OF UNION DUES OR FEES (DEC 2004)	Clause
52.225-13	RESTRICTIONS ON CERTAIN FOREIGN PURCHASES (JUN 2008)	Clause
52.225-3	BUY AMERICAN ACT -- FREE TRADE AGREEMENTS -- ISRAELI	Clause

	TRADE ACT (AUG 2007) (ALTERNATE II -- JAN 2004)	
52.225-5	TRADE AGREEMENTS (NOV 2007)	Clause
52.232-33	PAYMENT BY ELECTRONIC FUNDS TRANSFER -- CENTRAL CONTRACTOR REGISTRATION (OCT 2003)	Clause
52.247-64	PREFERENCE FOR PRIVATELY OWNED U.S.--FLAG COMMERCIAL VESSELS (FEB 2006) (ALTERNATE I -- APR 2003)	Clause

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: [Contracting Officer check as appropriate.]

Number	Title	Clause/Provision
52.222-41	SERVICE CONTRACT ACT OF 1965 (NOV 2007)	Clause
52.222-43	FAIR LABOR STANDARDS ACT AND SERVICE CONTRACT ACT -- PRICE ADJUSTMENT (MULTIPLE YEAR AND OPTION CONTRACTS) (NOV 2006)	Clause

(d) Comptroller General Examination of Record. The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records—Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e) (1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in paragraphs (e)(1)(i) through (xi) of this paragraph in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause-

(i) 52.203-13, Contractor Code of Business Ethics and Conduct (DEC 2008) (Pub. L. 110-252, Title VI, Chapter 1 (41 U.S.C. 251 note)).

(ii) 52.219-8, Utilization of Small Business Concerns (MAY 2004) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$550,000

(\$1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(iii) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246).

(iv) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEP 2006) (38 U.S.C. 4212).

(v) 52.222-36, Affirmative Action for Workers with Disabilities (JUN 1998) (29 U.S.C. 793).

(vi) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2004) (E.O. 13201).

(vii) 52.222-41, Service Contract Act of 1965 (NOV 2007) (41 U.S.C. 351, et seq.).

(viii) 52.222-50, Combating Trafficking in Persons (AUG 2007) (22 U.S.C. 7104(g)). Flow down required in accordance with paragraph (f) of FAR clause 52.222-50.

(ix) 52.222-51, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Requirements (NOV 2007) (41 U.S.C. 351, et seq.).

(x) 52.222-53, Exemption from Application of the Service Contract Act to Contracts for Certain Services--Requirements (NOV 2007) (41 U.S.C. 351, et seq.).

(xi) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the contractor may include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

Begin Regulation

52.223-3 HAZARDOUS MATERIAL IDENTIFICATION AND MATERIAL SAFETY DATA (JAN 1997) (ALTERNATE I—JUL 1995)

(a) Hazardous material, as used in this clause, includes any material defined as hazardous under the latest version of Federal Standard No. 313 (including revisions adopted during the term of the contract).

(b) The offeror must list any hazardous material, as defined in paragraph (a) of this clause, to be delivered under this contract. The hazardous material shall be properly identified and include any applicable identification number, such as National Stock Number or Special Item Number. This information shall also be included on the Material Safety Data Sheet submitted under this contract.

Material (If none, insert None)	Identification No.

(c) This list must be updated during performance of the contract whenever the Contractor determines that any other material to be delivered under this contract is hazardous.

(d) The apparently successful offeror agrees to submit, for each item as required prior to award, a Material Safety Data Sheet, meeting the requirements of 29 CFR 1910.1200(g) and the latest version of Federal Standard No. 313, for all hazardous material identified in paragraph (b) of this clause. Data shall be submitted in accordance with Federal Standard No. 313, whether or not the apparently successful offeror is the actual manufacturer of these items. Failure to submit the Material Safety Data Sheet prior to award may result in the apparently successful offeror being considered nonresponsible and ineligible for award.

(e) If, after award, there is a change in the composition of the item(s) or a revision to Federal Standard No. 313, which renders incomplete or inaccurate the data submitted under paragraph (d) of this clause, the Contractor shall promptly notify the Contracting Officer and resubmit the data.

(f) Neither the requirements of this clause nor any act or failure to act by the Government shall relieve the Contractor of any responsibility or liability for the safety of Government, Contractor, or subcontractor personnel or property.

(g) Nothing contained in this clause shall relieve the Contractor from complying with applicable Federal, State, and local laws, codes, ordinances, and regulations (including the obtaining of licenses and permits) in connection with hazardous material.

(h) The Government's rights in data furnished under this contract with respect to hazardous material are as follows:

(1) To use, duplicate and disclose any data to which this clause is applicable. The purposes of this right are to—

(i) Apprise personnel of the hazards to which they may be exposed in using, handling, packaging, transporting, or disposing of hazardous materials;

(ii) Obtain medical treatment for those affected by the material; and

(iii) Have others use, duplicate, and disclose the data for the Government for these purposes.

(2) To use, duplicate, and disclose data furnished under this clause, in accordance with subparagraph (h)(1) of this clause, in precedence over any other clause of this contract providing for rights in data.

(3) The Government is not precluded from using similar or identical data acquired from other sources.

(i) Except as provided in paragraph (i)(2) the Contractor shall prepare and submit a sufficient number of Material Safety Data Sheets (MSDS's), meeting the requirements of 29 CFR 1910.1200(g) and the latest version of Federal Standard No. 313, for all hazardous materials identified in paragraph (b) of this clause.

(1) For items shipped to consignees, the Contractor shall include a copy of the MSDS with the packing list or other suitable shipping document which accompanies each shipment. Alternatively, the Contractor is permitted to transmit MSDS's to consignees in advance of receipt of shipments by consignees, if authorized in writing by the Contracting Officer.

(2) For items shipped to consignees identified by mailing address as agency depots, distribution centers or customer supply centers, the Contractor shall provide one copy of the MSDS's in or on each shipping container. If affixed to the outside of each container, the MSDS must be placed in a weather resistant envelope.

Begin Regulation

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

For contract clauses which are contained in the Federal Acquisition Regulation (FAR) the address is <http://acquisition.gov/far/>.

Number	Title	Clause/Provision
52.202-1	DEFINITIONS (JUL 2004)	Clause
52.203-3	GRATUITIES (APR 1984)	Clause
52.204-4	PRINTED OR COPIED DOUBLE-SIDED ON RECYCLED PAPER (AUG 2000)	Clause
52.204-7	CENTRAL CONTRACTOR REGISTRATION (JUL 2006)	Clause
52.204-9	PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL (SEP 2007)	Clause
52.208-9	CONTRACTOR USE OF MANDATORY SOURCES OF SUPPLY OR SERVICES (OCT 2008)	Clause
52.215-21	REQUIREMENTS FOR COST OR PRICING DATA OR INFORMATION OTHER THAN COST OR PRICING DATA--MODIFICATIONS (OCT 1997) (ALTERNATE IV - OCT 1997)	Clause
52.216-18	ORDERING (OCT 1995) (DEVIATION II - FEB 2007)	Clause
52.216-19	ORDER LIMITATIONS (OCT 1995) (DEVIATION II - FEB 2007)	Clause
52.216-22	INDEFINITE QUANTITY (OCT 1995) (DEVIATION I - JAN 1994)	Clause
52.222-1	NOTICE TO THE GOVERNMENT OF LABOR DISPUTES (FEB 1997)	Clause
52.222-49	SERVICE CONTRACT ACT -- PLACE OF PERFORMANCE UNKNOWN (MAY 1989)	Clause
52.223-5	POLLUTION PREVENTION AND RIGHT-TO-KNOW INFORMATION (AUG 2003)	Clause
52.229-1	STATE AND LOCAL TAXES (APR 1984)	Clause
52.232-17	INTEREST (JUN 1996) (DEVIATION I - MAY 2003)	Clause
52.232-19	AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR (APR 1984) (DEVIATION I - MAY 2003)	Clause
52.232-34	PAYMENT BY ELECTRONIC FUNDS TRANSFER--OTHER THAN CENTRAL CONTRACTOR REGISTRATION (MAY 1999) (DEVIATION I - FEB 2007)	Clause
52.232-36	PAYMENT BY THIRD PARTY (MAY 1999) (DEVIATION I - MAY 2003)	Clause
52.232-37	MULTIPLE PAYMENT ARRANGEMENTS (MAY 1999)	Clause
52.233-1	DISPUTES (JUL 2002)	Clause
52.237-9	WAIVER OF LIMITATION ON SEVERANCE PAYMENTS TO FOREIGN NATIONALS (AUG 2003)	Clause
52.242-13	BANKRUPTCY (JUL 1995)	Clause

52.242-15	STOP-WORK ORDER (AUG 1989)	Clause
52.243-1	CHANGES--FIXED-PRICE (AUG 1987) (ALTERNATE II -- APR 1984)	Clause
52.246-4	INSPECTION OF SERVICES--FIXED-PRICE (AUG 1996) (DEVIATION I - MAY 2003)	Clause
52.246-6	INSPECTION--TIME-AND-MATERIAL AND LABOR-HOUR (MAY 2001) (DEVIATION I - MAY 2003)	Clause
52.247-32	F.O.B. ORIGIN, FREIGHT PREPAID (FEB 2006)	Clause
52.247-34	F.O.B. DESTINATION (NOV 1991) (DEVIATION I - MAY 2003)	Clause
52.247-38	F.O.B. INLAND CARRIER, POINT OF EXPORTATION (FEB 2006)	Clause
52.247-39	F.O.B. INLAND POINT, COUNTRY OF IMPORTATION (APR 1984)	Clause
52.247-65	F.O.B. ORIGIN, PREPAID FREIGHT--SMALL PACKAGE SHIPMENTS (JAN 1991)	Clause
52.247-68	REPORT OF SHIPMENT (REPSHIP) (FEB 2006)	Clause
552.212-70	PREPARATION OF OFFER (MULTIPLE AWARD SCHEDULE) (AUG 1997)	Clause
552.229-71	FEDERAL EXCISE TAX--DC GOVERNMENT (SEP 1999)	Clause
552.232-74	INVOICE PAYMENTS (SEP 1999)	Clause
552.232-77	PAYMENT BY GOVERNMENTWIDE COMMERCIAL PURCHASE CARD (MAR 2000) (ALTERNATE I - MAR 2000)	Clause
552.232-79	PAYMENT BY CREDIT CARD (MAY 2003)	Clause
552.232-8	DISCOUNTS FOR PROMPT PAYMENT (APR 1989) (DEVIATION FAR 52.232-8)	Clause
552.232-83	CONTRACTOR'S BILLING RESPONSIBILITIES (MAY 2003)	Clause
552.238-73	CANCELLATION (SEP 1999)	Clause

End Addendum for Part II - CONTRACT TERMS AND CONDITIONS

Begin Regulation

552.211-15 Defense Priorities and Allocations System Requirements (SEP 2004)

(a) *Definitions.*

Approved program means a program determined to be necessary or appropriate for priorities and allocation support to promote the national defense by the Secretary of Defense, the Secretary of Energy, or the Department of Homeland Security Under Secretary for Emergency Preparedness and Response under the authority of the Defense Production Act, the Stafford Act, and Executive Order 12919, or the Selective Service Act and related statutes, and Executive Order 12742. See Schedule 1 of 15 CFR part 700 for a list of Delegate Agencies, approved programs, and program identification symbols at <http://www.bis.doc.gov/DefenseIndustrialBasePrograms/OSIES/DPAS/Default.htm>.

Defense Priorities and Allocations System (DPAS) means the regulation published at 15 CFR part 700 that requires preferential treatment for certain contracts and orders placed by a Delegate Agency in support of an approved program.

Delegate Agency means an agency of the U.S. Government authorized by delegation from the

Department of Commerce (DOC) to place priority ratings on contracts or orders needed to support approved programs.

Rated order means, for the purpose of this contract, a delivery or task order issued in accordance with the provisions of the DPAS regulation (15 CFR part 700).

(b) *Rated Order Requirement.*

From time to time, the Contractor may receive a rated order under this contract from a Delegate Agency. The Contractor must give preferential treatment to rated orders as required by the Defense Priorities and Allocations System (DPAS) regulation (15 CFR part 700). The existence of previously accepted unrated or lower rated orders is not sufficient reason to reject a rated order. Rated orders take preference over all unrated orders as necessary to meet required delivery dates. There are two levels of ratings designated by the symbol of either "DO" or "DX." All "DO" rated orders have equal priority with each other and take preference over unrated orders. All "DX" rated orders have equal priority with each other and take preference over "DO" rated orders and unrated orders. The rating designation is followed by a program identification symbol. Program identification symbols indicate which approved program is supported by the rated order (see Schedule 1 of 15 CFR part 700 for a list of Delegate Agencies, approved programs, and program identification symbols).

(c) *Additional information.*

Additional information may be obtained at the DOC DPAS website <http://www.bis.doc.gov/DefenseIndustrialBasePrograms/OSIES/DPAS/Default.htm> or by contacting the designated Administrative Contracting Officer.

Begin Regulation

552.211-74 CHARGES FOR MARKING (FEB 1996)

The rate provided for in paragraph (b) of 48 CFR 552.211-73, Marking, is \$40.00 per man-hour or fraction thereof.

Begin Regulation

552.211-78 COMMERCIAL DELIVERY SCHEDULE (MULTIPLE AWARD SCHEDULE) (FEB 1996)

(a) Time of Delivery. The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO) in the case of F.O.B. Destination prices; or to place of shipment in transit in the case of F.O.B. Origin prices, as set forth below. Offerors shall insert in the "Time of Delivery (days ARO)" column in the schedule of Items a definite number of calendar days within which delivery will be made. In no case shall the offered delivery time exceed the Contractor's normal commercial practice. The Government requires the Contractor's normal commercial delivery time, as long as it is less than the "stated" delivery time(s) shown below. If the Offeror does not insert a delivery time in the schedule of items, the Offeror will be deemed to offer delivery in accordance with the Government's stated delivery time, as stated below:

ITEMS OR GROUP OF ITEMS (Special item No. or nomenclature)	GOVERNMENT STATED DELIVERY TIME (Days ARO)	CONTRACTOR'S NORMAL COMMERCIAL DELIVERY TIME
ALL	30	_____

(b) Expedited Delivery Times. For those items that can be delivered quicker than the delivery times in paragraph (a), above, the Offeror is requested to insert below, a time (hours/days ARO) that delivery can be made when expedited delivery is requested.

ITEM OR GROUP OF ITEMS (Special Item No. of nomenclature)	Expedited Delivery Time (Hours/Days ARO)
_____	_____
_____	_____
_____	_____

(c) Overnight and 2-Day Delivery Times. Ordering activities may require overnight or 2—day delivery. The Offeror is requested to annotate its price list or by separate attachment identify the items that can be delivered overnight or within 2 days. Contractors offering such delivery services will be required to state in the cover sheet to its FSS price list details concerning this service.

Begin Regulation

**552.212-71 CONTRACT TERMS AND CONDITIONS APPLICABLE
TO GSA ACQUISITION OF COMMERCIAL ITEMS (JUL 2003)**

The Contractor agrees to comply with any provision or clause that is incorporated herein by reference to implement agency policy applicable to acquisition of commercial items or components. The provision or clause in effect based on the applicable regulation cited on the date the solicitation is issued applies unless otherwise stated herein. The following provisions and clauses are incorporated by reference:

Number	Title	Clause/Provision
552.203-71	RESTRICTION ON ADVERTISING (SEP 1999)	Clause
552.211-73	MARKING (FEB 1996)	Clause
552.215-71	EXAMINATION OF RECORDS BY GSA (MULTIPLE AWARD SCHEDULE) (JUL 2003)	Clause
552.215-72	PRICE ADJUSTMENT--FAILURE TO PROVIDE ACCURATE	Clause

	INFORMATION (AUG 1997)	
552.228-70	WORKERS COMPENSATION LAWS (SEP 1999)	Clause
552.232-23	ASSIGNMENT OF CLAIMS (SEP 1999)	Clause
552.232-78	PAYMENT INFORMATION (JUL 2000)	Clause
552.238-71	SUBMISSION AND DISTRIBUTION OF AUTHORIZED FSS	Clause
	SCHEDULE PRICELISTS (SEP 1999) (DEVIATION I - DEC 2004)	
552.238-74	INDUSTRIAL FUNDING FEE AND SALES REPORTING (JUL 2003)	Clause
552.238-75	PRICE REDUCTIONS (MAY 2004) (ALTERNATE I - MAY 2003)	Clause
552.238-75	PRICE REDUCTIONS (MAY 2004)	Clause
552.243-72	MODIFICATIONS (MULTIPLE AWARD SCHEDULE) (JUL 2000)	Clause
552.246-73	WARRANTY--MULTIPLE AWARD SCHEDULE (MAR 2000)	Clause

Begin Regulation

**552.212-72 CONTRACT TERMS AND CONDITIONS REQUIRED
TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS
APPLICABLE TO GSA ACQUISITION OF COMMERCIAL ITEMS
(SEP 2003)**

The Contractor agrees to comply with any provision or clause that is incorporated herein by reference to implement provisions of law or Executive Orders applicable to acquisition of commercial items or components. The provision or clause in effect based on the applicable regulation cited on the date the solicitation is issued applies unless otherwise stated herein. The following provisions and clauses are incorporated by reference:

Number	Title	Clause/Provision
552.238-72	IDENTIFICATION OF PRODUCTS THAT HAVE ENVIRONMENTAL ATTRIBUTES (SEP 2003)	Clause

Begin Regulation

552.216-72 Placement of orders (SEP 1999) (Alternate IV -- FEB 2007)

- (a) See 552.238-78, Scope of Contract (Eligible Ordering Activities)--Alternate I, for who may order under this contract.
- (b) Orders may be placed through Electronic Data Interchange (EDI) or mailed in paper form. EDI orders shall be placed using the American National Standards Institute (ANSI) X12 Standard for Electronic Data Interchange (EDI) format.
- (c) If the Contractor agrees, GSA's Federal Acquisition Service (FAS) will place orders for eligible ordering activities, as defined in paragraph (a) of the clause at 552.238-78-Alternate I, by EDI using computer-to-computer EDI. If computer-to-computer EDI is not possible, FAS will use an alternative EDI method allowing the Contractor to receive orders by facsimile transmission. Subject to the Contractor's agreement, other eligible ordering activities, as defined in paragraphs (a) and (d) of the clause at 552.238-78-Alternate I, may also place orders by EDI.
- (d) When computer-to-computer EDI procedures will be used to place orders, the Contractor shall enter

into one or more Trading Partner Agreements (TPA) with each ordering activity placing orders electronically in order to ensure mutual understanding by the parties of certain electronic transaction conventions and to recognize the rights and responsibilities of the parties as they apply to this method of placing orders. The TPA must identify, among other things, the third party provider(s) through which electronic orders are placed, the transaction sets used, security procedures, and guidelines for implementation. Ordering activities may obtain a sample format to customize as needed from the office specified in paragraph (g) of this clause.

(e) The Contractor shall be responsible for providing its own hardware and software necessary to transmit and receive data electronically. Additionally, each party to the TPA shall be responsible for the costs associated with its use of third party provider services.

(f) Nothing in the TPA will invalidate any part of this contract between the Contractor and the General Services Administration. All terms and conditions of this contract that otherwise would be applicable to a mailed order shall apply to the electronic order.

(g) The basic content and format of the TPA will be provided by:

General Services Administration
Acquisition Operations and Electronic Commerce Center (FCS)
Washington, DC 20406

Telephone: (703) 305-7741
FAX: (703) 305-7720

Begin Regulation

**552.238-76 Definition (Federal Supply Schedules)--Recovery
Purchasing (FEB 2007)**

Ordering activity (also called ``ordering agency" and ``ordering office") means an eligible ordering activity (see 552.238-78, Alternate I) authorized to place orders under Federal Supply Schedule contracts.

Begin Regulation

**552.238-78 SCOPE OF CONTRACT (ELIGIBLE ORDERING
ACTIVITIES) (MAY 2004) (ALTERNATE I -- FEB 2007)**

(a) This solicitation is issued to establish contracts which may be used on a nonmandatory basis by the agencies and activities named below, as a source of supply for the supplies or services described herein, for domestic delivery.

- (1) Executive agencies (as defined in Federal Acquisition Regulation Subpart 2.1) including nonappropriated fund activities as prescribed in 41 CFR 101-26.000;
- (2) Government contractors authorized in writing by a Federal agency pursuant to Federal Acquisition Regulation Subpart 51.1;
- (3) Mixed ownership Government corporations (as defined in the Government Corporation Control Act);
- (4) Federal Agencies, including establishments in the legislative or judicial branch of government (except the Senate, the House of Representatives and the Architect of the Capitol and any activities under the direction of the Architect of the Capitol);

(5) The District of Columbia;

(6) Tribal governments when authorized under 25 U.S.C. 450j(k);

(7) Qualified Nonprofit Agencies as authorized under 40 U.S.C. 502(b); and

(8) Organizations, other than those identified in paragraph (d) of this clause, authorized by GSA pursuant to statute or regulation to use GSA as a source of supply.

(b) Definitions --

Domestic delivery is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

Overseas delivery is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. territories.

(c) Offerors are requested to check one of the following boxes:

_____ Contractor will provide domestic and overseas delivery.

_____ Contractor will provide overseas delivery only.

_____ Contractor will provide domestic delivery only.

(d) The following activities may place orders against Federal Supply Schedules for products and services determined by the Secretary of Homeland Security to facilitate recovery from major disasters, terrorism, or nuclear, biological, chemical, or radiological attack, on an optional basis; PROVIDED, the Contractor accepts order(s) from such activities: State and local government entities, includes any state, local, regional or tribal government or any instrumentality thereof (including any local educational agency or institution of higher learning).

State and local government entities, means the states of the United States, counties, municipalities, cities, towns, townships, tribal governments, public authorities (including public or Indian housing agencies under the United States Housing Act of 1937), school districts, colleges and other institutions of higher education, council of governments (incorporated or not), regional or interstate government entities, or any agency or instrumentality of the preceding entities (including any local educational agency or institution of higher education), and including legislative and judicial departments. The term does not include contractors of, or grantees of, State or local governments.

(1) *Local educational agency* has the meaning given that term in section 8013 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7713).

(2) *Institution of higher education* has the meaning given that term in section 101(a) of the Higher Education Act of 1965 (20 U.S.C. 1001(a)).

(3) *Tribal government* means --

(i) The governing body of any Indian tribe, band, nation, or other organized group or community located in the continental United States (excluding the State of Alaska) that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians; and

(ii) Any Alaska Native regional or village corporation established pursuant to the Alaska Native Claims Settlement Act (43 U.S.C. 1601 et seq.).

(e) Articles or services may be ordered from time to time in such quantities as may be needed to fill any requirement, subject to the Order Limitations thresholds which will be specified in resultant contracts.

Overseas activities may place orders directly with schedule contractors for delivery to CONUS port or consolidation point.

(f) (1) The Contractor is obligated to accept orders received from activities within the Executive Branch of the Federal Government.

(2) The Contractor is not obligated to accept orders received from activities outside the Executive Branch; however, the Contractor is encouraged to accept such orders. If the Contractor elects to accept such orders, all provisions of the contract shall apply, including clause 552.232-79, Payments by Credit Card. If the Contractor is unwilling to accept such orders, and the proposed method of payment is not through the Credit Card, the Contractor shall return the order by mail or other means of delivery within 5 workdays from receipt. If the Contractor is unwilling to accept such orders, and the proposed method of payment is through the Credit Card, the Contractor must so advise the ordering activity within 24 hours of receipt of order. (Reference clause 552.232-79, Payment by Credit Card.) Failure to return an order or advise the ordering activity within the time frames of this paragraph shall constitute acceptance whereupon all provisions of the contract shall apply.

(g) The Government is obligated to purchase under each resultant contract a guaranteed minimum of \$2,500 (two thousand, five hundred dollars) during the contract term.

Begin Regulation

552.238-80 Use of Federal Supply Schedule Contracts by Certain Entities--Recovery Purchasing (FEB 2007)

(a) If an entity identified in paragraph (d) of the clause at 552.238-78, Scope of Contract (Eligible Ordering Activities)-- Alternate I, elects to place an order under this contract, the entity agrees that the order shall be subject to the following conditions:

(1) When the Contractor accepts an order from such an entity, a separate contract is formed which incorporates by reference all the terms and conditions of the Schedule contract except the Disputes clause, the patent indemnity clause, and the portion of the Commercial Item Contract Terms and Conditions that specifies ``Compliance with laws unique to Government contracts" (which applies only to contracts with entities of the Executive branch of the U.S. Government). The parties to this new contract which incorporates the terms and conditions of the Schedule contract are the individual ordering activity and the Contractor. The U.S. Government shall not be liable for the performance or nonperformance of the new contract. Disputes which cannot be resolved by the parties to the new contract may be litigated in any State or Federal court with jurisdiction over the parties, applying Federal procurement law, including statutes, regulations and case law, and, if pertinent, the Uniform Commercial Code. To the extent authorized by law, parties to this new contract are encouraged to resolve disputes through Alternative Dispute Resolution. Likewise, a Blanket Purchase Agreement (BPA), although not a contract, is an agreement that may be entered into by the Contractor with such an entity and the Federal Government is not a party.

(2) Where contract clauses refer to action by a Contracting Officer or a Contracting Officer of GSA, that shall mean the individual responsible for placing the order for the ordering activity (e.g., Federal Acquisition Regulation 52.212-4 at paragraph (f) and FSS clause I-FSS-249 B).

(3) As a condition of using this contract, eligible ordering activities agree to abide by all terms and conditions of the Schedule contract, except for those deleted clauses or portions of clauses mentioned in paragraph (a)(1) of this clause. Ordering activities may include terms and conditions required by statute, ordinance, regulation, order, or as otherwise allowed by State and local government entities as a part of a statement of work (SOW) or statement of objective (SOO) to the extent that these terms and conditions do not conflict with the terms and conditions of the Schedule contract. The ordering activity and the Contractor expressly acknowledge that, in

entering into an agreement for the ordering activity to purchase goods or services from the Contractor, neither the ordering activity nor the Contractor will look to, primarily or in any secondary capacity, or file any claim against the United States or any of its agencies with respect to any failure of performance by the other party.

(4) The ordering activity is responsible for all payments due the Contractor under the contract formed by acceptance of the ordering activity's order, without recourse to the agency of the U.S. Government, which awarded the Schedule contract.

(5) The Contractor is encouraged, but not obligated, to accept orders from such entities. The Contractor may, within 5 days of receipt of the order, decline to accept any order, for any reason. The Contractor shall fulfill orders placed by such entities, which are not declined within the 5-day period.

(6) The supplies or services purchased will be used for governmental purposes only and will not be resold for personal use. Disposal of property acquired will be in accordance with the established procedures of the ordering activity for the disposal of personal property.

(7) The state or local government ordering activity will be responsible for purchasing products or services to be used to facilitate recovery from a major disaster declared by the President under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.) or to facilitate recovery from terrorism or nuclear, biological, chemical, or radiological attack.

(b) If the Schedule Contractor accepts an order from an entity identified in paragraph (d) of the clause at 552.238-78, Scope of Contract (Eligible Ordering Activities)--Alternate I, the Contractor agrees to the following conditions--

(1) The ordering activity is responsible for all payments due the Contractor for the contract formed by acceptance of the order, without recourse to the agency of the U.S. Government, which awarded the Schedule contract.

(2) The Contractor is encouraged, but not obligated, to accept orders from such entities. The Contractor may, within 5 days of receipt of the order, decline to accept any order, for any reason. The Contractor shall decline the order using the same means as those used to place the order. The Contractor shall fulfill orders placed by such entities, which are not declined within the 5-day period.

(c) In accordance with clause 552.238-74, Industrial Funding Fee and Sales Reporting, the Contractor must report the quarterly dollar value of all sales under this contract. When submitting sales reports, the Contractor must report two dollar values for each Special Item Number--

(1) The dollar value for sales to entities identified in paragraph (a) of the clause at 552.238-78, Scope of Contract (Eligible Ordering Activities)--Alternate I; and

(2) The dollar value for sales to entities identified in paragraph (d) of clause 552.238-78, Alternate I.

(d) A listing of the Federal Supply Schedule contracts for the products and services available for disaster recovery purchasing is accessible in GSA's Schedules e-Library at Web site <http://www.gsaelibrary.gsa.gov>. Click on the link, "Disaster Recovery Purchasing, State and Local." The participating Contractors and the products and services available for disaster recovery purchasing will be labeled with the Disaster Recovery Purchasing icon.

Begin Regulation

C-FSS-370 CONTRACTOR TASKS / SPECIAL REQUIREMENTS (NOV 2003)

(a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.

(b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.

(c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

(d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.

(e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

(f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.

(g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.

(h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.

(i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.

(j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

(k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

Begin Regulation

**C-FSS-411 FIRE OR CASUALTY HAZARDS, OR SAFETY OR
HEALTH REQUIREMENTS (OCT 1992)**

(a) Items in this solicitation which involve fire or casualty hazards (e.g., items containing electrical components), or safety or health requirements, shall conform to the safety standards (if any) for such products issued by a nationally recognized standards developing organization. The offeror shall identify in the spaces below whether any such standards are applicable to the products offered, and if so, which standard(s) applies. (Check one).

_____ 1. There are no nationally recognized safety standards which are applicable to any of the products offered under this solicitation.

_____ 2. The safety standard(s) identified below are applicable to the following products offered under this solicitation:

Product	Standard

There are no nationally recognized safety standards which are applicable to the other products offered (if any).

(b) **The offeror must furnish proof, satisfactory to the Government, that the products offered will conform with the requirements of the published safety standards.** Acceptable proof of conformance includes a labeling, listing, or acceptance of the product by an organization approved by the Occupational Safety and Health Administration (OSHA) as a "Nationally Recognized Testing Laboratory" (NRTL). This conformance requirement must be maintained with respect to all applicable products furnished under resultant contracts.

(c) Information regarding currently-approved NRTL's may be obtained by writing to the following:

NRTL Recognition Program
Office of Variance Determination
Occupational Safety and Health Administration
U.S. Department of Labor
200 Constitution Avenue, N.W.
Room N-3653
Washington, DC 20210
(202) 219-7193

_____ **Begin Regulation** _____

C-FSS-412 CHARACTERISTICS OF ELECTRIC CURRENT (MAY 2000)

Contractors supplying equipment which uses electrical current are required to supply equipment suitable for the electrical system at the location at which the equipment is to be used as specified on the order.

<p>Note: Regulation C-FSS-412 Applies to contract proposals for INTERNATIONAL DELIVERY</p>
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Begin Regulation

D-FSS-456 PACKAGING AND PACKING (APR 1984)

- (a) Packaging. Shall be in accordance with accepted commercial practice.
- (b) Packing. Shall be packed to ensure carrier acceptance and safe delivery to the destination in containers complying with rules and regulations applicable to the mode of transportation.

Begin Regulation

D-FSS-465 EXPORT PACKING (APR 1984)

- (a) Offerors are requested to quote, in the pricelist accompanying their offer (or by separate attachment), additional charges or net prices covering delivery of the items furnished with commercial and/or Government export packing. Government export packing, if offered, shall be in accordance with accepted commercial practices. If commercial export packing is offered, the offer or pricelist shall include detailed specifications describing the packing to be furnished at the price quoted.
- (b) Ordering activities will not be obligated to utilize the Contractor's services for export packing accepted under this solicitation, and they may obtain such services elsewhere if desired. However, the Contractor shall furnish items export packed when such packing is specified on the purchase order.

Begin Regulation

D-FSS-468 NON-MANUFACTURED WOOD PACKAGING MATERIAL FOR EXPORT (MAY 2004)

- (a) Definitions:

"Packaged material, and Solid Wood Packing Material (SWPM)," for purposes of this clause, is defined as each separate and distinct material that by itself or in combination with other materials forms the container providing a means of protecting and handling a product. This includes, but is not limited to, pallets, dunnage, crating, packing blocks, drums, load boards, pallet collars, and skids.

"Non-Manufactured wood," is also called solid wood and defined as wood packing other than that comprised wholly of wood-based products such as plywood, particle board, oriented strand board, veneer, wood wool, and similar materials, which has been created using glue, heat and pressure or a combination thereof.

IPPC Country: Countries of the European Union (EU) or any other country endorsing the International Plant Protection Convention (IPPC) "Guidelines for Regulating Wood Packaging Material in International Trade," approved March 15, 2002. A listing of countries participating in the IPPC is found at <http://www.aphis.usda.gov/ppq/swp/>.

- (b) Non-manufactured wood pallets and other non-manufactured wood packaging material used to pack items for delivery to or through IPPC countries must be marked and properly treated in accordance with IPPC guidelines.

- (c) This requirement applies whether the shipment is direct to the end user or through a Government designated consolidation point. Packaging that does not conform to IPPC guidelines will be refused entry, destroyed or treated prior to entry.

- (d) For Department of Defense distribution facilities or freight consolidation points, all non-manufactured wood pallets or packaging material with a probability of entering countries

endorsing the IPPC Guidelines must be treated and marked in accordance with DLA PROCLTR 02-17 (available at <http://www.dla.mil/j-3/j-336/ProcLtrs/02-17.pdf>), and MIL-STD-2073-1, Standard Practice for Military Packaging (and any future revision).

(e) Pallets and packing material shipped to FSS distribution facilities designated for possible delivery to the countries endorsing the IPPC Guidelines will comply with DLA PROCLTR 02-17, and MIL-STD-2073-1.

(f) Delays in delivery caused by non-complying pallets or wood package material will not be considered as beyond the control of the Contractor. Any applicable Government expense incurred as a result of the Contractor's failure to provide appropriate pallets or package material shall be reimbursed by the Contractor. Expenses may include the applicable cost for repackaging, handling and return shipping, or the destruction of solid wood packaging material.

Begin Regulation

**D-FSS-471 MARKING AND DOCUMENTATION REQUIREMENTS
PER SHIPMENT (APR 1984)**

It shall be the responsibility of the Ordering Office to determine the full marking and documentation requirements necessary under the various methods of shipment authorized by the contract. Set forth below is the minimum information and documentation that will be required for shipment. In the event the Ordering Office fails to provide the essential information and documentation, the Contractor shall, within three days after receipt of order, contact the Ordering Office and advise them accordingly. The Contractor shall not proceed with any shipment requiring transshipment via U.S. Government facilities without the below stated prerequisites:

Direct Shipments. The Contractor shall mark all items ordered against this contract with indelible ink, paint or fluid, as follows:

- (1) Traffic Management or Transportation Officer at FINAL destination.
- (2) Ordering Supply Account Number.
- (3) Account number.
- (4) Delivery Order or Purchase Order Number.
- (5) National Stock Number, if applicable; or Contractor's item number.
- (6) Box _____ of _____ Boxes.
- (7) Nomenclature (brief description of items).

Note: Regulation D-FSS-471

Applies to contract proposals for INTERNATIONAL DELIVERY

Begin Regulation

D-FSS-477 TRANSSHIPMENTS (APR 1984)

The Contractor shall complete TWO DD Forms 1387, Military Shipment Labels and, if applicable, four copies of DD Form 1387-2, Special Handling/Data Certification—used when shipping chemicals, dangerous

cargo, etc. Two copies of the DD Form 1387 will be attached to EACH shipping container delivered to the port Transportation Officer for subsequent transshipment by the Government as otherwise provided for under the terms of this contract. These forms will be attached to one end and one side (NOT on the top or bottom) of the container. The Contractor will complete the bottom line of these forms, which pertains to the number of pieces, weight and cube of each piece, using U.S. weight and cubic measures. Weights will be rounded off to the nearest pound. (One kg = 2.2 U.S. pounds; one cubic meter = 35.3156 cubic feet.) In addition, if the cargo consists of chemicals, or is dangerous, one copy of the DD Form 1387 2 will be attached to the container, and three copies will be furnished to the Transportation Officer with the Bill of Lading. DANGEROUS CARGO WILL NOT BE INTERMINGLED WITH NONDANGEROUS CARGO IN THE SAME CONTAINER. Copies of the above forms, and preparation instructions will be obtained from the Ordering Office issuing the Delivery Order. Reproduced copies of the forms are acceptable. FAILURE TO INCLUDE DD FORMS 1387 (AND DD FORM 1387-2, IF APPLICABLE) ON EACH SHIPPING CONTAINER WILL RESULT IN REJECTION OF SHIPMENT BY THE PORT TRANSPORTATION OFFICER.

Note: Regulation D-FSS-477
Applies to contracts for INTERNATIONAL DELIVERY

Begin Regulation

F-FSS-202-F DELIVERY PRICES (APR 1984)

Prices offered must cover delivery to destinations as provided below:

- (a) Direct delivery to consignee. F.o.b. inland point, country of importation (FAR 52.247-39). (Offeror to indicate countries where direct delivery will be provided.)
- (b) Delivery to overseas assembly point for transshipment when specified by the ordering office, if delivery is not covered under paragraph (a), above.
- (c) Delivery to the overseas port of entry when delivery is not covered under paragraphs (a) or (b), above.

Offerors are requested to furnish below the geographic area(s)/countries/zones which are intended to be covered.

GEOGRAPHIC AREA(S)/COUNTRIES/ZONES

Note: Regulation F-FSS-202-F
Applies to contracts for INTERNATIONAL DELIVERY

Due to the variety of products addressed by this schedule, both FOB Destination and FOB Origin clauses are included. When proposing, vendors should address those clauses which best match their commercial practices.

Begin Regulation

F-FSS-202-G DELIVERY PRICES (JAN 1994)

(a) Prices offered must cover delivery as provided below to destinations located within the 48 contiguous States and the District of Columbia.

(1) Delivery to the door of the specified Government activity by freight or express common carriers on articles for which store-door delivery is provided, free or subject to a charge, pursuant to regularly published tariffs duly filed with the Federal and/or State regulatory bodies governing such carrier; or, at the option of the Contractor, by parcel post on mailable articles, or by the Contractor's vehicle. Where store-door delivery is subject to a charge, the Contractor shall (a) place the notation "Delivery Service Requested" on bills of lading covering such shipments, and (b) pay such charge and add the actual cost thereof as a separate item to his invoice.

(2) Delivery to siding at destinations when specified by the ordering office, if delivery is not covered under paragraph (a)(1), above.

(3) Delivery to the freight station nearest destination when delivery is not covered under paragraph (a)(1) or (a)(2), above.

(b) The offeror is requested to indicate below whether or not prices submitted cover delivery f.o.b. destination in Alaska, Hawaii, and the Commonwealth of Puerto Rico.

	Yes	No
Alaska		
Hawaii		
Puerto Rico		

(c) When deliveries are made to destinations outside the contiguous 48 States; i.e., Alaska, Hawaii, and the Commonwealth of Puerto Rico, and are not covered by paragraph (b), above, the following conditions will apply:

(1) Delivery will be f.o.b. inland carrier, point of exportation (FAR 52.247-38), with the transportation charges to be paid by the Government from point of exportation to destination in Alaska, Hawaii, or the Commonwealth of Puerto Rico, as designated by the ordering office. The Contractor shall add the actual cost of transportation to destination from the point of exportation in the 48 contiguous States nearest to the designated destination. Such costs will, in all cases, be based upon the lowest regularly established rates on file with the Interstate Commerce Commission, the U.S. Maritime Commission (if shipped by water), or any State regulatory body, or those published by the U.S. Postal Service; and must be supported by paid freight or express receipt or by a statement of parcel post charges including weight of shipment.

(2) The right is reserved to ordering agencies to furnish Government bills of lading.

(d) Ordering offices will be required to pay differential between freight charges and express charges where express deliveries are desired by the Government.

Note: Regulation F-FSS-202-G

Applies to contracts for DOMESTIC DELIVERY.

Due to the variety of products addressed by this schedule, both FOB Destination and FOB Origin clauses are included. When proposing, vendors should address those clauses which best match their commercial practices.

Begin Regulation

F-FSS-210-A DELIVERY—F.O.B. ORIGIN (APR 1984)

Prices are requested f.o.b. origin (FAR 52.247-29), and such prices shall cover free delivery to any point located within the same commercial zone of the shipping point. Commercial zones as prescribed by the Interstate Commerce Commission are defined in 49 CFR 1048.

Begin Regulation

**F-FSS-230 DELIVERIES TO THE U.S. POSTAL SERVICE
(JAN 1994)**

(a) Applicability. This clause applies to orders placed for the U.S. Postal Service (USPS) and accepted by the Contractor for the delivery of supplies to a USPS facility (consignee).

(b) Mode/Method of Transportation. Unless the Contracting Officer grants a waiver of this requirement, any shipment that meets the USPS requirements for mailability (i.e., 70 pounds or less, combined length and girth not more than 108 inches, etc.) delivery shall be accomplished via the use of the USPS. Other commercial services shall not be used, but this does not preclude the Contractor from making delivery by the use of the Contractor's own vehicles.

(c) Time of Delivery. Notwithstanding the required time for delivery to destination as may be specified elsewhere in this contract, if shipments under this clause are mailed not later than five (5) calendar days before the required delivery date, delivery shall be deemed to have been made timely.

Begin Regulation

**F-FSS-244-B ADDITIONAL SERVICE CHARGE FOR DELIVERY
WITHIN CONSIGNEE'S PREMISES (MAY 2000)**

(a) Offerors are requested to insert, in the spaces provided below or by attachment hereto, a separate charge for "Delivery Within Consignee's Premises" applicable to each shipping container to be shipped. (Articles which are comparable in size and weight, and for which the same charge is applicable, should be grouped under an appropriate item description.) These additional charges will be accepted as part of the award, if considered reasonable, and shall be included in the Contractor's published catalog and/or pricelist.

(b) Ordering activities are not obligated to issue orders on the basis of "Delivery Within Consignee's Premises," and Contractors may refuse delivery on that basis provided such refusal is communicated in writing to the ordering activity issuing such orders within 5 days of the receipt of such order by the

Contractor and provided further, that delivery is made in accordance with the other delivery requirements of the contract. Failure of the Contractor to submit this notification within the time specified shall constitute acceptance to furnish "Delivery Within Consignee's Premises" at the additional charge awarded. When an ordering activity issues an order on the basis of "Delivery Within Consignee's Premises" at the accepted additional charge awarded and the Contractor accepts such orders on that basis, the Contractor will be obligated to provide delivery "F.o.b. Destination, Within Consignee's Premises" in accordance with FAR 52.247-35, which is then incorporated by reference, with the exception that an additional charge as provided herein is allowed for such services. Unless otherwise stipulated by the offeror, the additional charges awarded hereunder may be applied to any delivery within the 48 contiguous States and the District of Columbia.

(c) When exercising their option to issue orders on the basis of delivery service as provided herein, ordering activities will specify "Delivery Within Consignee's Premises" on the order, and will indicate the exact location to which delivery is to be made. The Contractor's delivery price and the additional charge(s) for "Delivery Within Consignee's Premises" will be shown as separate entries on the order.

ITEMS (NSN's or Special Item Numbers or Descriptive Name of Articles)	ADDITIONAL CHARGE (Per shipping container) FOR "DELIVERY WITHIN CONSIGNEE'S PREMISES"

Begin Regulation

F-FSS-736-A EXPORT TRAFFIC RELEASE (OCT 1988)

Supplies ordered by GSA for export will not be shipped by the Contractor until shipping instructions are received from GSA. To obtain shipping instructions, the Contractor shall forward completed copies of GSA Form 1611, Application for Shipping Instructions and Notice of Availability, to the GSA office designated on the purchase order at least 15 days prior to the anticipated shipping date. Copies of GSA Form 1611 will be furnished to the Contractor with the purchase order. Failure to comply with this requirement could result in nonacceptance of the material by authorities at the port of exportation. When supplies for export are ordered by other Government agencies the Contractor should obtain shipping instructions from the ordering agency.

Begin Regulation

**G-FSS-900-C CONTACT FOR CONTRACT ADMINISTRATION
(JUL 2003)**

Offerors should complete paragraphs (a) and (b) if providing both domestic and overseas delivery. Complete paragraph (a) if providing domestic delivery only. Complete paragraph (b) if providing overseas delivery only.

The Contractor shall designate a person to serve as the contract administrator for the contract both domestically and overseas. The contract administrator is responsible for overall compliance with contract terms and conditions. The contract administrator is also the responsible official for issues concerning 552.238-74, Industrial Funding Fee and Sales Reporting (JUL 2003), including reviews of contractor records. The Contractor's designation of representatives to handle certain functions under this contract does not relieve the contract administrator of responsibility for contract compliance. Any changes to the designated individual must be provided to the Contracting Officer in writing, with the proposed effective date of the

change

(a) Domestic:

NAME _____

TITLE _____

ADDRESS _____

ZIP CODE _____

TELEPHONE NO (_____) _____ FAX NO. _____

E-MAIL ADDRESS _____

(b) Overseas: Overseas contact points are mandatory for local assistance with the resolution of any delivery, performance, or quality complaint from customer agencies. (Also, see the requirement in I-FSS-594, Parts and Service.) At a minimum, a contact point must be furnished for each area in which deliveries are contemplated, e.g., Europe, South America, Far East, etc.

NAME _____

TITLE _____

ADDRESS _____

ZIP CODE _____

TELEPHONE NO (_____) _____ FAX NO. _____

E-MAIL ADDRESS _____

Begin Regulation

**G-FSS-906 VENDOR MANAGED INVENTORY (VMI) PROGRAM
(MAS) (JAN 1999)**

(a) The term “Vendor Managed Inventory” describes a system in which the Contractor monitors and maintains specified inventory levels for selected items at designated stocking points. VMI enables the Contractor to plan production and shipping more efficiently. Stocking points benefit from reduced inventory but steady stock levels.

(b) Contractors that commercially provide a VMI-type system may enter into similar partnerships with customers under a Blanket Purchase Agreement.

Begin Regulation

I-FSS-103 SCOPE OF CONTRACT—WORLDWIDE (JUL 2002)

(a) This solicitation is issued to establish contracts which may be used as sources of supplies or services described herein for domestic and/or overseas delivery.

(b) Definitions—

Domestic delivery is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

Overseas delivery is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. territories.

(c) Offerors are requested to check one of the following boxes:

____ Contractor will provide domestic and overseas delivery.
(Refer to clause I-FSS-108, Clauses for Overseas Coverage.)

____ Contractor will provide overseas delivery only.
(Refer to clause I-FSS-108, Clauses for Overseas Coverage.)

____ Contractor will provide domestic delivery only.

(d) Resultant contracts may be used on a nonmandatory basis by the following activities: Executive agencies; other Federal agencies, mixed-ownership Government corporations, and the District of Columbia; Government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply. U.S. territories are domestic delivery points for purposes of this contract. (Questions regarding activities authorized to use this schedule should be directed to the Contracting Officer.)

(e) (1) The Contractor is obligated to accept orders received from activities within the Executive Branch of the Federal Government.

(2) The Contractor is not obligated to accept orders received from activities outside the Executive Branch of the Federal Government; however, the Contractor is encouraged to accept orders from such Federal activities. If the Contractor elects to accept such an order, all provisions of the contract shall apply, including clause 552.232-77, Payment by Governmentwide Commercial Purchase Card (Alternate I). If the Contractor is unwilling to accept such an order, and the proposed method of payment is not through the Purchase Card, the Contractor shall return the order by mail or other means of delivery within 5 workdays from receipt. If the Contractor is unwilling to accept such an order, and the proposed method of payment is through the Purchase Card, the Contractor must so advise the ordering agency within 24 hours of receipt of order. (Reference clause 552.232-77, Payment by Governmentwide Commercial Purchase Card (Alternate I)). Failure to return an order or advise the ordering agency within the time frames above shall constitute acceptance whereupon all provisions of the contract shall apply.

(f) The Government is obligated to purchase under each resultant contract a guaranteed minimum as specified in the clause I-FSS-106, Guaranteed Minimum, contained elsewhere in this contract.

Begin Regulation

I-FSS-106 GUARANTEED MINIMUM (JUL 2003)

The minimum that the Government agrees to order during the period of this contract is \$2,500. If the Contractor receives total orders for less than \$2,500 during the term of the contract, the Government will pay the difference between the amount ordered and \$2,500.

(a) Payment of any amount due under this clause shall be contingent upon the Contractor's timely submission of GSA Form 72A reports (see GSAR 552.238-74 "Industrial Funding Fee and Sales Reporting") during the period of the contract and receipt of the close-out sales report pursuant to GSAR 552.238-74.

(b) The guaranteed minimum applies only if the contract expires or contract cancellation is initiated by

the Government. The guaranteed minimum does not apply if the contract is terminated for cause or if the contract is canceled at the request of the Contractor.

Begin Regulation

I-FSS-108 CLAUSES FOR OVERSEAS COVERAGE (MAY 2000)

The following clauses apply to overseas coverage.

52.214-34 Submission of Offers in the English Language
52.214-35 Submission of Offers in U.S. Currency
52.247-34 FOB Destination
52.247-38 FOB Inland Carrier, Country of Exportation
52.247-39 FOB Inland Point, Country of Importation
C-FSS-412 Characteristics of Electric Current
D-FSS-471 Marking and Documentation Requirements Per Shipment
D-FSS-477 Transshipments
F-FSS-202-F Delivery Prices
I-FSS-314 Foreign Taxes and Duties
I-FSS-594 Parts and Service

Begin Regulation

I-FSS-109 ENGLISH LANGUAGE AND U.S. DOLLAR REQUIREMENTS (MAR 1998)

(a) All documents produced by the Contractor to fulfill requirements of this contract including, but not limited to, Federal Supply Schedule catalogs and pricelists, must reflect all terms and conditions in the English language.

(b) U.S. dollar equivalency, if applicable, will be based on the rates published in the "Treasury Reporting Rates of Exchange" in effect as of the date of the agency's purchase order or in effect during the time period specified elsewhere in this contract.

Begin Regulation

I-FSS-140-B URGENT REQUIREMENTS (JAN 1994)

When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

Begin Regulation

I-FSS-163 OPTION TO EXTEND THE TERM OF THE CONTRACT (EVERGREEN) (APR 2000)

(a) The Government may require continued performance of this contract for an additional 5 year period

when it is determined that exercising the option is advantageous to the Government considering price and other factors.. The option clause may not be exercised more than three times. When the option to extend the term of this contract is exercised the following conditions are applicable:

- (1) It is determined that exercising the option is advantageous to the Government considering price and the other factors covered in (2 through 4 below).
 - (2) The Contractor's electronic catalog/pricelist has been received, approved, posted, and kept current on GSA Advantage!™ in accordance with clause I-FSS-600, Contract Price Lists.
 - (3) Performance has been acceptable under the contract.
 - (4) Subcontracting goals have been reviewed and approved.
- (b) The Contracting Officer may exercise the option by providing a written notice to the Contractor within 30 days, unless otherwise noted, prior to the expiration of the contract or option.
- (c) When the Government exercises its option to extend the term of this contract, prices in effect at the time the option is exercised will remain in effect during the option period, unless an adjustment is made in accordance with another contract clause (e.g., Economic Price Adjustment Clause or Price Reduction Clause).

Begin Regulation

I-FSS-314 FOREIGN TAXES AND DUTIES (DEC 1990)

Prices offered must be net, delivered, f.o.b. to the destinations accepted by the Government.

- (a) The offeror warrants that such prices do not include any tax, duty, customs fees, or other foreign Governmental costs, assessments, or similar charges from which the U.S. Government is exempt. The offeror further warrants that any applicable taxes duties, customs fees, other Government costs, assessments or similar charges from which the U.S. Government is not exempt are included in the prices quoted and that such prices are not subject to increases for any such charges applicable at the time of acceptance of this offer by the Government.
- (b) Standard commercial export packaging, including containerization, if necessary, packaging, preservation, marking are included in the pricing offered and accepted by the Government.

Note: Regulation I-FSS-314
Applies to contracts for INTERNATIONAL DELIVERY

Begin Regulation

I-FSS-40 CONTRACTOR TEAM ARRANGEMENTS (JUL 2003)

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with contract clause 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

Begin Regulation

I-FSS-50 PERFORMANCE REPORTING REQUIREMENTS (FEB 1995)

- (a) This clause applies to all contracts estimated to exceed \$100,000.
- (b) Unless notified otherwise in writing by the Contracting Officer, the Contractor may assume contract performance is satisfactory.
- (c) If negative performance information is submitted by customer agencies, the Contracting Officer will notify the Contractor in writing and provide copies of any complaints received. The Contractor will have 30 calendar days from receipt of this notification to submit a rebuttal and/or a report of corrective actions taken.

Begin Regulation

I-FSS-594 PARTS AND SERVICE (OCT 1988)

- (1) For equipment under items listed in the schedule of items or services on which offers are submitted, the offeror certifies by submission of this offer that parts and services (including the performing of warranty or guarantee service) are now available from dealers or distributors serving the areas of ultimate overseas destination or that such facilities will be established and will be maintained throughout the contract period. If a new servicing facility is to be established, the facility shall be established no later than the beginning of the contract period.
- (2) Each Contractor shall be fully responsible for the services to be performed by the named servicing facilities, or by such facilities to be established, and fully guarantees performance of such services if the original service proves unsatisfactory.
- (3) Offerors are requested to include in the pricelist, the names and addresses of all supply and service points maintained in the geographic area in which the Contractor will perform. Please indicate opposite each point whether or not a complete stock of repair parts for items offered is carried at that point, and whether or not mechanical service is available.

GEOGRAPHIC AREA	ADDRESS OF SUPPLY AND SERVICE POINT

It is desired to have available means for maintaining Government-owned items in satisfactory operating condition and to receive service at least as good as that extended to commercial customers.

Begin Regulation

I-FSS-597 GSA *ADVANTAGE*™ (SEP 2000)

(a) The Contractor must participate in the GSA *Advantage*™ online shopping service. Information and instructions regarding contractor participation are contained in clause I-FSS-599, Electronic Commerce.

(b) The Contractor also should refer to contract clauses 552.238-71, Submission and Distribution of Authorized GSA Schedule Pricelists (which provides for submission of pricelists on a common-use electronic medium), I-FSS-600, Contract Pricelists (which provides information on electronic contract data), and 552.243-72, Modifications (which addresses electronic file updates).

Begin Regulation

I-FSS-599 ELECTRONIC COMMERCE—FACNET (SEP 2006)

(a) General Background.

The Federal Acquisition Streamlining Act (FASA) of 1994 establishes the Federal Acquisition Computer Network (FACNET) requiring the Government to evolve its acquisition process from one driven by paperwork into an expedited process based on electronic commerce/electronic data interchange (EC/EDI). EC/EDI means more than merely automating manual processes and eliminating paper transactions. It can and will help to move business processes (e.g., procurement, finance, logistics, etc.) into a fully electronic environment and fundamentally change the way organizations operate.

(b) Trading Partners and Value-Added Networks (VAN's).

Within the FACNET architecture, electronic documents (e.g., orders, invoices, etc.) are carried between the Federal Government's procuring office and contractors (now known as "trading partners"). These transactions are carried by commercial telecommunications companies called Value-Added Networks (VAN's).

EDI can be done using commercially available hardware, software, and telecommunications. The selection of a VAN is a business decision contractors must make. There are many different VAN's which provide a variety of electronic services and different pricing strategies. If your VAN only provides communications services, you may also need a software translation package.

(c) Registration Instructions.

DOD will require Contractors to register as trading partners to do business with the Government. This policy can be reviewed via the INTERNET at http://www.defenselink.mil/releases/1999/b03011999_bt079-99.html.

To do EDI with the Government, Contractors must register as a trading partner. Contractors will provide regular business information, banking information, and EDI capabilities to all agencies in this single registration. A central repository of all trading partners, called the Central Contractor Registration (CCR) <http://www.ccr.gov/>, has been developed. All Government procuring offices and other interested parties will have access to this central repository. The database is structured to identify the types of data elements which are public information and those which are confidential and not releasable.

To register, contractors must provide their Dun and Bradstreet (DUNS) number. The DUNS number is available by calling 1(800)333-0505. It is provided and maintained free of charge and only takes a few minutes to obtain. Contractors will need to provide their Tax Identification Number (TIN). The TIN is assigned by the Internal Revenue Service by calling 1(800)829-1040. Contractors will also be required to provide information about company bank or financial institution for electronic funds transfer (EFT).

Contractors may register through on-line at <http://www.ccr.gov/> or through their Value Added Network (VAN) using an American National Standards Institute (ANSI) ASC X12 838 transaction set, called a "Trading Partner Profile." A transaction set is a standard format for moving electronic data. VAN's will

be able to assist contractors with registration.

(d) Implementation Conventions.

All EDI transactions must comply with the Federal Implementation Conventions (IC's). Many VAN's and software providers have already built the IC requirements into their products. If you need to see the IC's, they are available on a registry maintained by the National Institute of Standards and Technology (NIST). It is accessible via the INTERNET at <http://www.itl.nist.gov/lab/csl-pubs.htm>. IC's are available for common business documents such as Purchase Order, Price Sales Catalog, Invoice, Request for Quotes, etc.

(e) Additional Information.

GSA has additional information available for vendors who are interested in starting to use EC/EDI. Contact the Contracting Officer for a copy of the latest handbook. Several resources are available to vendors to assist in implementing EC/EDI; specific addresses are available in the handbook or from the Contracting Officer:

- (1) Electronic Commerce Resource Centers (ECRC's) are a network of U.S. Government-sponsored centers that provide EC/EDI training and support to the contractor community. They are found in over a dozen locations around the country.
- (2) Procurement Technical Assistance Centers (PTAC's) and Small Business Development Centers (SBDC's) provide management assistance to small business owners. Each state has several locations.
- (3) Most major US cities have an EDI user group of companies who meet periodically to share information on EDI-related subjects.

(f) GSA Advantage!TM.

(1) GSA Advantage!TM will use this FACNET system to receive catalogs, invoices and text messages; and to send purchase orders, application advice, and functional acknowledgments. GSA Advantage!TM enables customers to:

- (i) Perform database searches across all contracts by manufacturer; manufacturer's model/part number; vendor; and generic product categories.
- (ii) Generate their own EDI delivery orders to contractors, generate EDI delivery orders from the Federal Supply Service to contractors, or download files to create their own delivery orders.
- (iii) Use the Federal IMPAC VISA.

(2) GSA Advantage!TM may be accessed via the GSA Home Page. The INTERNET address is: <http://www.gsa.gov>, or <http://www.fss.gsa.gov>.

Begin Regulation

I-FSS-60 PERFORMANCE INCENTIVES (APR 2000)

- (a) Performance incentives may be agreed upon between the contractor and the ordering office on individual orders or Blanket Purchase Agreements under this contract in accordance with this clause.
- (b) The ordering office must establish a maximum performance incentive price for these services and/or total solutions, on individual orders or Blanket Purchase Agreements.

(c) Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering offices shall consider establishing incentives where performance is critical to the agency's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

Begin Regulation

I-FSS-600 CONTRACT PRICE LISTS (JUL 2004)

(a) Electronic Contract Data.

(1) At the time of award, the Contractor will be provided instructions for submitting electronic contract data in a prescribed electronic format as required by clause 552.238-71, Submission and Distribution of Authorized FSS Schedule Price Lists.

(2) The Contractor will have a choice to transmit its file submissions electronically through Electronic Data Interchange (EDI) in accordance with the Federal Implementation Convention (IC) or use the application made available at the time of award. The Contractor's electronic files must be complete; correct; readable; virus-free; and contain only those supplies and services, prices, and terms and conditions that were accepted by the Government. They will be added to GSA's electronic ordering system known as GSA Advantage!, a menu-driven database system that provides on-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic order. The Contractor's electronic files must be received no later than 6 months after award. Contractors should refer to clause I-FSS-597, GSA Advantage! for further information.

(3) Further details on EDI, ICs, and GSA Advantage! can be found in clause I-FSS-599, Electronic Commerce.

(4) The Contractor is encouraged to place the GSA identifier (logo) on their web site for those supplies or services covered by this contract. The logo can link to the contractor's Federal Supply Schedule price list. The identifier URL is located at <http://apps.fss.gsa.gov/partnership/logos.cfm>. All resultant "web price lists" shown on the contractor's web site must be in accordance with section (b)(3)(ii) of this clause and nothing other than what was accepted /awarded by the Government may be included. If the contractor elects to use contract identifiers on its website (either logos or contact number) the website must clearly distinguish between those items awarded on the contract and any other items offered by the contractor on an open market basis.

(5) The contractor is responsible for keeping all electronic catalog data up to date; e.g., prices, product deletions and replacements, etc.

(b) Federal Supply Schedule Price Lists.

(1) The Contractor must also prepare, print, and distribute a paper Federal Supply Schedule Price List as required by clause 552.238-71, Submission and Distribution of Authorized FSS Schedule Price Lists. This must be done as set forth in this paragraph (b).

(2) The Contractor must prepare a Federal Supply Schedule Price List by either:

(i) Using the commercial catalog, price list, schedule, or other document as accepted by the Government, showing accepted discounts, and obliterating all items, terms, and conditions not accepted by the Government by lining out those items or by a stamp across the face of the item stating "NOT UNDER CONTRACT" or "EXCLUDED"; or

(ii) Composing a price list in which only those items, terms, and conditions accepted by the Government are included, and which contain only net prices, based upon the

commercial price list less discounts accepted by the Government. In this instance, the Contractor must show on the cover page the notation "Prices Shown Herein are Net (discount deducted)".

(3) The cover page of the Federal Supply Schedule Price List must include the following information prepared in the format set forth in this subparagraph (b)(3):

(i) GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address GSA Advantage! is: GSAAdvantage.gov.

Schedule Title

FSC Group, Part, and Section or Standard Industrial Group (as applicable)

FSC Class(es)/Product code(s) and/or Service Codes (as applicable)

Contract number

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Contract period.

Contractor's name, address, and phone number (include toll-free WATS number and FAX number, if applicable)

Contractor's internet address/web site where schedule information can be found (as applicable). Contract administration source (if different from preceding entry).

Business size.

(ii) CUSTOMER INFORMATION: The following information should be placed under this heading in consecutively numbered paragraphs in the sequence set forth below. If this information is placed in another part of the Federal Supply Schedule Price List, a table of contents must be shown on the cover page that refers to the exact location of the information.

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.

2. Maximum order.

3. Minimum order.

4. Geographic coverage (delivery area).

5. Point(s) of production (city, county, and State or foreign country).
6. Discount from list prices or statement of net price.
7. Quantity discounts.
8. Prompt payment terms.
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold.
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.
10. Foreign items (list items by country of origin).
- 11a. Time of delivery. (Contractor insert number of days.)
- 11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery.
- 11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery.
- 11d. Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery.
12. F.O.B. point(s).
- 13a. Ordering address(es).
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment address(es).
15. Warranty provision.
16. Export packing charges, if applicable.
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).
18. Terms and conditions of rental, maintenance, and repair (if applicable).
19. Terms and conditions of installation (if applicable).
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).
- 20a. Terms and conditions for any other services (if applicable).

21. List of service and distribution points (if applicable).

22. List of participating dealers (if applicable).

23. Preventive maintenance (if applicable).

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/.

25. Data Universal Number System (DUNS) number.

26. Notification regarding registration in Central Contractor Registration (CCR) database.

(4) Amendments to Federal Supply Schedule Price Lists must include on the cover page the same information as the basic document plus the title "Supplement No. (sequentially numbered)" and the effective date(s) of such supplements.

(5) The Contractor must provide two of the Federal Supply Schedule Price Lists (including covering letters), to the Contracting Officer 30 days after the date of award. Accuracy of information and computation of prices is the responsibility of the Contractor. NOTE: The obliteration discussed in subdivision (b)(2)(i) of this clause must be accomplished prior to the printing and distribution of the Federal Supply Schedule Price Lists.

(6) Inclusion of incorrect information (electronically or in paper) will cause the Contractor to reprint/resubmit/correct and redistribute the Federal Supply Schedule Price List, and may constitute sufficient cause for Cancellation, applying the provisions of 52.212-4 , Contract Terms and Conditions (paragraph (m), Termination for Cause), and application of any other remedies as provided by law—including monetary recovery.

(7) In addition, one copy of the Federal Supply Schedule Price List must be submitted to the **National Customer Service Center, Bldg. No. 4, 1500 E. Bannister Road, Kansas City, MO 64131.**

Note: Regulation I-FSS-600

Clause I-FSS-600, Contract Price Lists, will apply after award. The pricelists described above should NOT be submitted with proposals because information may change from contract negotiations.

Begin Regulation

I-FSS-624 OFFICE COPIER UTILIZATION GUIDELINES (MAY 2000)

Ordering offices using this Federal Supply Schedule should select the appropriate and most economical copier equipment and/or plans for the application intended. The selection process should include a review of the functional and financial advantage of all available copying processes. FAR 7.4, Equipment Lease or Purchase, provides guidance in determining whether equipment should be acquired by lease or purchase; (FAR 8.404 provides ordering procedures applicable to Federal Supply Schedules.

Pursuant to a recommendation of the General Accounting Office and in order to assist ordering offices in this evaluation, office copying machine contractors are requested to include in their authorized pricelists specific factual and objective information concerning the productivity and supply use associated with each copier. Such information should relate to the price of equipment and/or plans, price of supplies, rates of consumption, machine production rate, etc., and may include price-per-copy computations. The information furnished should be predicated upon equipment and supplies at prices awarded on the schedule contract. Supply costs should be based on the use of supplies offered by the Contractor for the specific model. Contractors should state all assumptions and the basis for their calculations.

The principal value of the information requested will be to expedite the selection of the appropriate and most economical equipment and/or plan. This will largely depend upon the clarity and reliability of the information furnished. The Contractor should state that all calculations are his own and that he is solely responsible for their accuracy.

Begin Regulation

I-FSS-639 CONTRACT SALES CRITERIA (MAR 2002)

(a) A contract will not be awarded unless anticipated sales are expected to exceed \$25,000 within the first 24 months following contract award, and are expected to exceed \$25,000 in sales each 12-month period thereafter.

(b) The Government may cancel the contract in accordance with clause 552.238-73, Cancellation, unless reported sales are at the levels specified in paragraph (a) above.

Begin Regulation

I-FSS-644 DEALERS AND SUPPLIERS (OCT 1988)

When requested by the Contracting Officer, if other than the manufacturer, the offeror must submit prior to award of a contract, either (1) a letter of commitment from the manufacturer which will assure the offeror of a source of supply sufficient to satisfy the Government's requirements for the contract period, OR (2) evidence that the offeror will have an uninterrupted source of supply from which to satisfy the Government's requirements for the contract period.

Begin Regulation

I-FSS-646 BLANKET PURCHASE AGREEMENTS (MAY 2000)

Blanket Purchase Agreements (BPA's) can reduce costs and save time because individual orders and invoices are not required for each procurement but can instead be documented on a consolidated basis. The Contractor agrees to enter into BPA's with ordering activities provided that:

(a) The period of time covered by such agreements shall not exceed the period of the contract including option year period(s);

(b) Orders placed under such agreements shall be issued in accordance with all applicable regulations and the terms and conditions of the contract; and

(c) BPAs may be established to obtain the maximum discount (lowest net price) available in those schedule contracts containing volume or quantity discount arrangements.

Begin Regulation

**I-FSS-680 DISSEMINATION OF INFORMATION BY
CONTRACTOR (APR 1984)**

The Government will provide the Contractor with a single copy of the resulting Federal Supply Schedule. However, it is the responsibility of the Contractor to furnish all sales outlets authorized to participate in the performance of the contract with the terms, conditions, pricing schedule, and other appropriate information.

Begin Regulation

**I-FSS-90 PREFERENCE FOR SMALL BUSINESS CONCERNS
(APR 1996)**

Offerors are advised that the following statement will be included in the resultant Federal Supply Schedule: Where two or more items at the same delivered price will meet the ordering agency's needs equally well, selection should be based on preference for the item of a small business concern that is also a labor surplus area concern. In making a selection on that basis, the same order of priority shall be used as that established for processing equal low bids in FAR 14.408-6. In making such a selection, the information in the Federal Supply Schedule as to the business size status or points of production of Contractors may be used for preliminary, but not conclusive, determination as to whether small business policies might be furthered through preferential award of the order. The extent to which additional and current information is obtained by an ordering agency is left to the discretion of the agency which should take into account the size of the order and other factors which the agency considers pertinent.

Begin Regulation

**I-FSS-965 INTERPRETATION OF CONTRACT REQUIREMENTS
(APR 1984)**

No interpretation of any provision of this contract, including applicable specifications, shall be binding on the Government unless furnished or agreed to in writing by the Contracting Officer or his designated representative.

Begin Regulation

**I-FSS-969 ECONOMIC PRICE ADJUSTMENT—FSS MULTIPLE AWARD
SCHEDULE (JAN 2002)**

Price adjustments include price increases and price decreases. Adjustments will be considered as follows:

- (a) Contractors shall submit price decreases anytime during the contract period in which they occur. Price decreases will be handled in accordance with the provisions of the Price Reduction Clause.
- (b) There are two types of economic price adjustments (EPAs) possible under the Multiple Award Schedules (MAS) program for contracts not based on commercial catalogs or price lists as described below. Price adjustments may be effective on or after the first 12 months of the contract period on the following basis:
 - (1) Adjustments based on escalation rates negotiated prior to contract award. Normally, when escalation rates are negotiated, they result in a fixed price for the term of the contract. No separate contract modification will be provided when increases are based on negotiated escalation rates. Price increases will be effective on the 12-month anniversary date of the contract effective date, subject to paragraph (f), below.

(2) Adjustments based on an agreed-upon market indicator prior to award. The market indicator, as used in this clause, means the originally released public index, public survey or other public, based market indicator. The market indicator shall be the originally released index, survey or market indicator, not seasonally adjusted, published by the [to be negotiated], and made available at [to be identified]. Any price adjustment shall be based on the percentage change in the designated (i.e. indicator identification and date) market indicator from the initial award to the latest available as of the anniversary date of the contract effective date, subject to paragraph (e), below. If the market indicator is discontinued or deemed no longer available or reliable by the Government, the Government and the Contractor will mutually agree to a substitute. The contract modification reflecting the price adjustment will be effective upon approval by the Contracting Officer, subject to paragraph (g), below. The adjusted prices shall apply to orders issued to the Contractor on or after the effective date of the contract modification.

(c) Notwithstanding the two economic price adjustments discussed above, the Government recognizes the potential impact of unforeseeable major changes in market conditions. For those cases where such changes do occur, the contracting officer will review requests to make adjustments, subject to the Government's examination of industry-wide market conditions and the conditions in paragraph (d) and (e), below. If adjustments are accepted, the contract will be modified accordingly. The determination of whether or not extra-ordinary circumstances exist rests with the contracting officer. The determination of an appropriate mechanism of adjustment will be subject to negotiations.

(d) Conditions of Price change requests under paragraphs b(2) and c above.:

(1) No more than three increases will be considered during each succeeding 12-month period of the contract. (For succeeding contract periods of less than 12 months, up to three increases will be considered subject to the other conditions of subparagraph (b)).

(2) Increases are requested before the last 60 days of the contract period, including options.

(3) At least 30 days elapse between requested increases.

(4) In any contract period during which price increases will be considered, the aggregate of the increases during any 12-month period shall not exceed 20 percent for products and 8 percent for services percent (.) of the contract unit price in effect at the end of the preceding 12-month period. The Government reserves the right to raise the ceiling when market conditions during the contract period support such a change.

(e) The following material shall be submitted with request for a price increase under paragraphs b(2) and c above:

(1) A copy of the index, survey or pricing indicator showing the price increase and the effective date.

(2) Commercial Sales Practice format, per contract clause 52.215-21 Alternate IV, demonstrating the relationship of the Contractor's commercial pricing practice to the adjusted pricing proposed or a certification that no change has occurred in the data since completion of the initial negotiation or a subsequent submission.

(3) Any other documentation requested by the Contracting Officer to support the reasonableness of the price increase.

(f) The Government reserves the right to exercise one of the following options:

(1) Accept the Contractor's price increases as requested when all conditions of (b), (c), (d), and (e) of this clause are satisfied;

(2) Negotiate more favorable prices when the total increase requested is not supported; or,

(3) Decline the price increase when the request is not supported. The Contractor may remove the item(s) from contract involved pursuant to the Cancellation Clause of this contract.

(g) Effective Date of Increases: No price increase shall be effective until the Government receives the electronic file updates pursuant to GSAR 552.243-72, Modifications (Multiple Award Schedule).

(h) All MAS contracts remain subject to contract clauses GSAR 552.238-75, "Price Reductions"; and 552.215-72, "Price Adjustment -- Failure to Provide Accurate Information." In the event the application of an economic price adjustment results in a price less favorable to the Government than the price relationship established during negotiation between the MAS price and the price to the designated customer, the Government will maintain the price relationship to the designated customer.

Begin Regulation

K-FSS-1 AUTHORIZED NEGOTIATORS (MAR 1998)

The offeror shall, in the spaces provided below, fill in the names of all persons authorized to negotiate with the Government in connection with this request for proposals or quotations. (List the names, titles, telephone numbers and electronic mail addresses of the authorized negotiators.)

NAMES & TITLES	TELEPHONE NUMBERS	ELECTRONIC MAIL ADDRESSES

Note: Regulation K-FSS-1

To avoid complications, it is recommended that 2 or more people are authorized.

Part III - VENDOR INSTRUCTIONS

52.212-1, INSTRUCTIONS TO OFFERORS—COMMERCIAL ITEMS

The appropriate NAICS codes may be found in Part I, GOODS & SERVICES, of this solicitation following each SIN. Notwithstanding paragraph (a) below, this information is not provided in Block 10 of the SF 1449.

Begin Regulation

52.212-1 INSTRUCTIONS TO OFFERORS -- COMMERCIAL ITEMS (JUN 2008)

(a) North American Industry Classification System (NAICS) code and small business size standard. The NAICS code and small business size standard for this acquisition appear in Block 10 of the solicitation cover sheet (SF 1449). However, the small business size standard for a concern which submits an offer in its own name, but which proposes to furnish an item which it did not itself manufacture, is 500 employees.

(b) Submission of offers. Submit signed and dated offers to the office specified in this solicitation at or before the exact time specified in this solicitation. Offers may be submitted on the SF 1449, letterhead stationery, or as otherwise specified in the solicitation. As a minimum, offers must show --

- (1) The solicitation number;
- (2) The time specified in the solicitation for receipt of offers;
- (3) The name, address, and telephone number of the offeror;
- (4) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary;
- (5) Terms of any express warranty;
- (6) Price and any discount terms;
- (7) "Remit to" address, if different than mailing address;
- (8) A completed copy of the representations and certifications at FAR 52.212-3 (see FAR 52.212-3(b) for those representations and certifications that the offeror shall complete electronically);
- (9) Acknowledgment of Solicitation Amendments;
- (10) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including contract numbers, points of contact with telephone numbers and other relevant information); and
- (11) If the offer is not submitted on the SF 1449, include a statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation. Offers that fail to furnish required representations or information, or reject the terms and conditions of the solicitation may be excluded from consideration.

(c) Period for acceptance of offers. The offeror agrees to hold the prices in its offer firm for 30 calendar days from the date specified for receipt of offers, unless another time period is specified in an addendum to the solicitation.

(d) Product samples. When required by the solicitation, product samples shall be submitted at or prior to the time specified for receipt of offers. Unless otherwise specified in this solicitation, these samples shall be submitted at no expense to the Government, and returned at the sender's request and expense, unless they are destroyed during preaward testing.

(e) Multiple offers. Offerors are encouraged to submit multiple offers presenting alternative terms and conditions or commercial items for satisfying the requirements of this solicitation. Each offer submitted will be evaluated separately.

(f) Late submissions, modifications, revisions, and withdrawals of offers.

(1) Offerors are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach the Government office designated in the solicitation by the time specified in the solicitation. If no time is specified in the solicitation, the time for receipt is 4:30 p.m., local time, for the designated Government office on the date that offers or revisions are due.

(2) (i) Any offer, modification, revision, or withdrawal of an offer received at the Government office designated in the solicitation after the exact time specified for receipt of offers is "late" and will not be considered unless it is received before award is made, the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition; and --

(A) If it was transmitted through an electronic commerce method authorized by the solicitation, it was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of offers; or

(B) There is acceptable evidence to establish that it was received at the Government installation designated for receipt of offers and was under the Government's control prior to the time set for receipt of offers; or

(C) If this solicitation is a request for proposals, it was the only proposal received.

(ii) However, a late modification of an otherwise successful offer, that makes its terms more favorable to the Government, will be considered at any time it is received and may be accepted.

(3) Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the offer wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

(4) If an emergency or unanticipated event interrupts normal Government processes so that offers cannot be received at the Government office designated for receipt of offers by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation or other notice of an extension of the closing date, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.

(5) Offers may be withdrawn by written notice received at any time before the exact time set for receipt of offers. Oral offers in response to oral solicitations may be withdrawn orally. If the solicitation authorizes facsimile offers, offers may be withdrawn via facsimile received at any time before the exact time set for receipt of offers, subject to the conditions specified in the solicitation concerning facsimile offers. An offer may be withdrawn in person by an offeror or its authorized representative if, before the exact time set for receipt of offers, the identity of the person requesting withdrawal is established and the person signs a receipt for the offer.

(g) Contract award (not applicable to Invitation for Bids). The Government intends to evaluate offers and award a contract without discussions with offerors. Therefore, the offeror's initial offer should

contain the offeror's best terms from a price and technical standpoint. However, the Government reserves the right to conduct discussions if later determined by the Contracting Officer to be necessary. The Government may reject any or all offers if such action is in the public interest; accept other than the lowest offer; and waive informalities and minor irregularities in offers received.

(h) Multiple awards. The Government may accept any item or group of items of an offer, unless the offeror qualifies the offer by specific limitations. Unless otherwise provided in the Schedule, offers may not be submitted for quantities less than those specified. The Government reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit prices offered, unless the offeror specifies otherwise in the offer.

(i) Availability of requirements documents cited in the solicitation.

(1) (i) Availability of requirements documents cited in the solicitation. (1)(i) The GSA Index of Federal Specifications, Standards and Commercial Item Descriptions, FPMR Part 101-29, and copies of specifications, standards, and commercial item descriptions cited in this solicitation may be obtained for a fee by submitting a request to--GSA Federal Supply Service Specifications Section, Suite 8100, 470 East L'Enfant Plaza, SW, Washington, DC 20407, Telephone (202) 619-8925, Facsimile (202) 619-8978.

(ii) If the General Services Administration, Department of Agriculture, or Department of Veterans Affairs issued this solicitation, a single copy of specifications, standards, and commercial item descriptions cited in this solicitation may be obtained free of charge by submitting a request to the addressee in paragraph (i)(1)(i) of this provision. Additional copies will be issued for a fee.

(2) Most unclassified Defense specifications and standards may be downloaded from the following ASSIST websites:

(i) ASSIST (<http://assist.daps.dla.mil>).

(ii) Quick Search (<http://assist.daps.dla.mil/quicksearch>).

(iii) ASSISTdocs.com (<http://assistdocs.com>).

(3) Documents not available from ASSIST may be ordered from the Department of Defense Single Stock Point (DoDSSP) by—

(i) Using the ASSIST Shopping Wizard (<http://assist.daps.dla.mil/wizard>);

(ii) Phoning the DoDSSP Customer Service Desk (215) 697-2179, Mon-Fri, 0730 to 1600 EST; or

(iii) Ordering from DoDSSP, Building 4, Section D, 700 Robbins Avenue, Philadelphia, PA 19111-5094, Telephone (215) 697-2667/2179, Facsimile (215) 697-1462.

(4) Nongovernment (voluntary) standards must be obtained from the organization responsible for their preparation, publication or maintenance.

(j) Data Universal Numbering System (DUNS) Number. (Applies to all offers exceeding \$3,000, and offers of \$3,000 or less if the solicitation requires the Contractor to be registered in the Central Contractor Registration (CCR) database.) The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "DUNS" or "DUNS +4" followed by the DUNS or DUNS +4 number that identifies the offeror's name and address. The DUNS +4 is the DUNS number plus a 4-character suffix that may be assigned at the discretion of the offeror to establish additional CCR records for identifying alternative Electronic Funds Transfer (EFT) accounts (see FAR Subpart 32.11) for the same parent concern. If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one. An offeror within the United States may contact Dun and Bradstreet

by calling 1-866-705-5711 or via the internet at <http://www.dnb.com>. An offeror located outside the United States must contact the local Dun and Bradstreet office for a DUNS number.

(k) Central Contractor Registration. Unless exempted by an addendum to this solicitation, by submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the CCR database prior to award, during performance and through final payment of any contract resulting from this solicitation. If the Offeror does not become registered in the CCR database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror. Offerors may obtain information on registration and annual confirmation requirements via the Internet at <http://www.ccr.gov> or by calling 1-888-227-2423 or 269-961-5757.

(l) Debriefing. If a post-award debriefing is given to requesting offerors, the Government shall disclose the following information, if applicable:

- (1) The agency's evaluation of the significant weak or deficient factors in the debriefed offeror's offer.
- (2) The overall evaluated cost or price and technical rating of the successful and the debriefed offeror and past performance information on the debriefed offeror.
- (3) The overall ranking of all offerors, when any ranking was developed by the agency during source selection.
- (4) A summary of the rationale for award;
- (5) For acquisitions of commercial items, the make and model of the item to be delivered by the successful offeror.
- (6) Reasonable responses to relevant questions posed by the debriefed offeror as to whether source-selection procedures set forth in the solicitation, applicable regulations, and other applicable authorities were followed by the agency.

Begin Addendum for Part III - VENDOR INSTRUCTIONS
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Begin Regulation

**52.215-20 REQUIREMENTS FOR COST OR PRICING DATA OR
INFORMATION OTHER THAN COST OR PRICING DATA
(OCT 1997) (ALTERNATE IV—OCT 1997)**

- (a) Submission of cost or pricing data is not required.
- (b) Provide information described below:
 - (1) An offer prepared and submitted in accordance with the clause at 552.212-70, Preparation of Offer (Multiple Award Schedule);
 - (2) Commercial sales practices. The Offeror shall submit information in the format provided in this solicitation in accordance with the instructions at Figure 515.4 of the GSA Acquisition Regulation (48 CFR 515.2); or submit information in the Offeror's own format.
 - (3) Any additional supporting information requested by the Contracting Officer. The Contracting Officer may require additional supporting information, including manufacturer's pricelists for dealers or non-manufacturers, but only to the extent necessary to determine whether the price(s) offered is fair and

reasonable.

(4) By submission of an offer in response to this solicitation, the Offeror grants the Contracting Officer or an authorized representative the right to examine, at any time before initial award, books, records, documents, papers, and other directly pertinent records to verify the pricing, sales and other data related to the supplies or services proposed in order to determine the reasonableness of price(s). Access does not extend to offeror's cost or profit information or other data relevant solely to the offeror's determination of the prices to be offered in the catalog or marketplace.

Begin Regulation

52.215-6 PLACE OF PERFORMANCE (OCT 1997)

(a) The offeror or respondent, in the performance of any contract resulting from this solicitation, ____ intends, ____ does not intend [check applicable box] to use one or more plants or facilities located at a different address from the address of the offeror or respondent as indicated in this proposal or response to request for information.

(b) If the offeror or respondent checks "intends" in paragraph (a) of this provision, it shall insert in the following spaces the required information:

PLACE OF PERFORMANCE (Street Address, City, State, County, Zip Code)	NAME AND ADDRESS OF OWNER AND OPERATOR OF THE PLANT OR FACILITY IF OTHER THAN OFFEROR OR RESPONDENT

Begin Regulation

52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of a Indefinite-Delivery-Indefinite-Quantity (IDIQ) contract resulting from this solicitation.

Begin Regulation

52.233-2 SERVICE OF PROTEST (SEP 2006)

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the Government Accountability Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from:

General Services Administration
Integrated Workplace Acquisition Center (formerly National Furniture Acquisition Center)
FAS/3QSA 2200 CRYSTAL DRIVE ARLINGTON VA 22202-4502

(b) The copy of any protest shall be received in the office designated above within one day of filing a

protest with the GAO.

Begin Regulation

**52.252-1 SOLICITATION PROVISIONS INCORPORATED BY
REFERENCE (FEB 1998)**

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

For contract provisions which are contained in the Federal Acquisition Regulation (FAR) the address is <http://acquisition.gov/far>.

Number	Title	Clause/Provision
52.214-34	SUBMISSION OF OFFERS IN THE ENGLISH LANGUAGE (APR 1991)	Provision
52.214-35	SUBMISSION OF OFFERS IN U.S. CURRENCY (APR 1991)	Provision
552.219-72	PREPARATION, SUBMISSION, AND NEGOTIATION OF SUBCONTRACTING PLANS (JUN 2005)	Provision
552.233-70	PROTESTS FILED DIRECTLY WITH THE GENERAL SERVICES ADMINISTRATION (MAR 2000)	Provision

End Addendum for Part III - VENDOR INSTRUCTIONS
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Begin Regulation

**552.216-73 ORDERING INFORMATION (SEP 1999)
(ALTERNATE II—SEP 1999)**

(a) In accordance with the Placement of Orders clause of this solicitation, the offeror elects to receive orders placed by GSA's Federal Supply Service (FSS) by either ____ facsimile transmission or ____ computer-to-computer Electronic Data Interchange (EDI).

(b) An offeror electing to receive computer-to-computer EDI is requested to indicate below the name, address, and telephone number of the representative to be contacted regarding establishment of an EDI interface.

NAME _____

ADDRESS _____

TELEPHONE NUMBER _____

(c) An offeror electing to receive orders by facsimile transmission is requested to indicate below the telephone number(s) for facsimile transmission equipment where orders should be forwarded.

FACSIMILE NUMBER(S)

(d) For mailed orders, the offeror is requested to include the postal mailing address(es) where paper form orders should be mailed.

MAILING ADDRESS

(e) Offerors marketing through dealers are requested to indicate below whether those dealers will be participating in the proposed contract.

YES ____ NO ____

If "yes" is checked, ordering information to be inserted above shall reflect that in addition to offeror's name, address, and facsimile transmission telephone number, orders can be addressed to the offeror's name, c/o nearest local dealer. In this event, two copies of a list of participating dealers shall accompany this offer, and shall also be included in Contractor's Federal Supply Schedule pricelist.

Begin Regulation

552.217-71 NOTICE REGARDING OPTION(S) (NOV 1992)

The General Services Administration (GSA) has included an option to extend the term of the contract in order to demonstrate the value it places on quality performance by providing a mechanism for continuing a contractual relationship with a successful offeror that performs at a level which meets or exceeds GSA's quality performance expectations as communicated to the Contractor, in writing, by the Contracting Officer or designated representative. When deciding whether to exercise the option, the Contracting Officer will consider the quality of the Contractor's past performance under this contract in accordance with 48 CFR 517.207.

Begin Regulation

**552.232-82 CONTRACTOR'S REMITTANCE (PAYMENT)
ADDRESS (MAY 2003)**

(a) Payment by electronic funds transfer (EFT) is the preferred method of payment. However, under certain conditions, the ordering activity may elect to make payment by check. The offeror shall indicate below the payment address to which checks should be mailed for payment of proper invoices submitted under a resultant contract.

PAYMENT ADDRESS

(b) Offeror shall furnish by attachment to this solicitation, the remittance (payment) addresses of all authorized participating dealers receiving orders and accepting payment by check in the name of the Contractor in care of the dealer, if different from their ordering address(es) specified elsewhere in this solicitation. If a dealer's ordering and remittance address differ, both must be furnished and identified as such.

(c) All offerors are cautioned that if the remittance (payment) address shown on an actual invoice differs from that shown in paragraph (b) of this provision or on the attachment, the remittance address(es) in paragraph (b) of this provision or attached will govern. Payment to any other address, except as provided for through EFT payment methods, will require an administrative change to the contract.

Note: All orders placed against a Federal Supply Schedule contract are to be paid by the individual ordering activity placing the order. Each order will cite the appropriate ordering activity payment address, and proper invoices should be sent to that address. Proper invoices should be sent to GSA only for orders placed by GSA. Any other ordering activity's invoices sent to GSA will only delay your payment.

Begin Regulation

**A-FSS-11 CONSIDERATION OF OFFERS UNDERSTANDING
SOLICITATION (DEC 2000)**

(a) This solicitation is a standing solicitation from which the Government contemplates award of contracts for supplies/services listed in the Schedule of Items. This solicitation will remain in effect unless replaced by an updated solicitation.

(b) There is no closing date for receipt of offers; therefore, offers may be submitted for consideration at any time.

(c) An offer may be rejected if an offeror fails to meet timeframes established by the Contracting Officer either to address deficiencies in the offer or to submit a final proposal revision. A resubmission(s) is permitted; however, it may be rejected immediately if it is still deficient in the area(s) that caused its initial rejection.

(d) Contracts awarded under this solicitation will be in effect for 5 years from the date of award, unless further extended, pursuant to clause I-FSS-163, Option to Extend the Term of the Contract (Evergreen), canceled pursuant to the Cancellation clause, or terminated pursuant to the termination provisions of the contract.

(e) Current contractors may submit a new offer as early as 9 months prior to the expiration of the existing contract.

Begin Regulation

A-FSS-12-C PERIOD FOR ACCEPTANCE OF OFFERS (NOV 1997)

Paragraph (c) of the provision 52.212-1, Instructions to Offerors—Commercial Items, is revised to read as

follows: The offeror agrees to hold the prices in its offer firm for 120 calendar days from the date of the offer, within which offer may be accepted.

Begin Regulation

A-FSS-2-F (MAY 2000)

WORLDWIDE FEDERAL SUPPLY SCHEDULE CONTRACT FOR:

(a) FSC GROUP 36 PART . SECTION .

COMMODITY: Office, Imaging and Document Solutions

FSC CLASS(ES)/PRODUCT CODE(S): FSC 36

(b) STANDARD INDUSTRY GROUP: .

SERVICE: .

SERVICE CODE(S): .

The contract period for this standing solicitation will commence on the DATE OF AWARD and end five years from that date (unless contract is canceled/terminated or extended).

Begin Regulation

**A-FSS-31 NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE
(OCT 1988)**

The clause entitled "Notice of Total Small Business Set-Aside," applies to the following items in this solicitation: SPECIAL ITEM NUMBER (SIN) - DESCRIPTION

20-220 - Projection Screen, Stand, Printer (Enlarger), Systems

51-101-7 - Transparency Film

47-147 - Security Applications for Business Machines

50-180 - Time and Attendance Program Systems.

Note: Regulation A-FSS-31

Only products manufactured or produced in the United States or its outlying areas will be accepted for SINs 20-220, 51-101-7, 47-147, and 50-180. For further information, please consult FAR 19.102.

Begin Regulation

**A-FSS-35 EXCEPTIONS TO CLAUSE 52.225-5, TRADE
AGREEMENTS (NOV 2002)**

Clause 52.225-5, Trade Agreements, and its companion certification provision which are included elsewhere in this solicitation, are applicable to all items in this solicitation EXCEPT the following:

SPECIAL ITEM NUMBER (SIN) - DESCRIPTION

20-220 - Projection Screen, Stand, Printer (Enlarger), Systems

51-101-7 - Transparency Film
 47-147 - Security Applications for Business Machines
 50-180 - Time and Attendance Program Systems

Note: Regulation A-FSS-35

SINs 20-220, 51-101-7, 47-147, and 50-180 are set aside for small businesses and subject to clause 52.225-3, BUY AMERICAN ACT. For further information, please consult FAR 19.102

Begin Regulation

A-FSS-41 INFORMATION COLLECTION REQUIREMENTS AND HOURS OF OPERATION (NOV 1999)

(a) "The information collection requirements contained in this solicitation/contract are either required by regulation or approved by the Office of Management and Budget pursuant to the Paperwork Reduction Act and assigned OMB Control No. 3090-0163."

(b) "GSA's hours of operation are 8:00 a.m. to 4:30 p.m. Requests for preaward debriefings postmarked or otherwise submitted after 4:30 p.m. will be considered submitted the following business day. Requests for postaward debriefings delivered after 4:30 p.m. will be considered received and filed the following business day."

Begin Regulation

B-FSS-96 ESTIMATED SALES (NOV 1997)

The "Estimated Sales" column of the Schedule of Items shows (1) a twelve-month reading of purchases in dollars or purchases in units as reported by the previous Contractor(s), or (2) estimates of the anticipated dollar volume where the item is new. The absence of a figure indicates that neither reports of previous purchases nor estimates of sales are available.

The SINS for schedule number 036 are listed below

SIN #	SIN Title	Total Sales in \$
20 220	Projection Screen, Stand, Printer (Enlarger), Systems	\$614,825
20 300	Projectors & Electronic Whiteboards	\$1,351,633
47 145	Typewriters	\$258,347
47 147	Security Applications for Business Machines	\$182,291
47 355	Dictating and Transcribing Machines and Systems	\$958,565
50 156	Personal & Document Identification Systems	\$4,592,783
50 163	Mail Processing Machines, Systems and Related Software	\$12,279,347
50 177	Date and Time Stamps	\$263,832
50 180	Time and Attendance Program Systems	\$116,182
50 205	Rental Plan for Postage Meters and Related Mailing Equipment	\$3,840,739
50 281	Calculators	\$22,657
50 287	Money Handling & Processing Machines	\$1,249,120
50 7002	Stencil Cutting Machines	\$418,041

51 001	Office Products for the Impaired	\$43,684
51 002	Business Card Scanner and Solutions	\$0
51 55	Rental Plan for Copiers	\$4,074,601
51 56	Repair of Government-Owned Equipment (all equipment covered under this schedule) for equipment not under Maintenance Service Agreement	\$243,029
51 57	Maintenance Service Agreement For Copiers	\$149,894,938
51 58	Lease to Ownership Plans (LTOP) Copiers	\$51,113,971
51 58A	Operating Lease Plan For Copiers	\$38,217,742
51 58B	Operating Lease Plan - (All Other Products)	\$0
51 100	Copiers	\$77,751,859
51 100C	Cost-per-Copy Plan for Copiers (to include Analog, Digital, Multifunctional & Engineer Copiers)	\$7,685,622
51 100F	Flat Rate Monthly Fee Copying Plan For Copiers	\$11,132,609
51 101 2	Consumable Supplies for Copiers, Computers Printers and Fax Machines	\$11,316,677
51 101 7	Transparency Film	\$12,452
51 208	Maintenance Service Agreement For all Other Equipment Repair, replacement, and spare parts for equipment other than copiers, including their associated accessories and attachments.	\$1,405,800
51 212	Post Copying/Finishing Equipment and Supplies	\$4,410,751
51 229	Digital Duplicating Equipment	\$223,346
51 402	Multi-Media Readers, Reader-Printers and Systems	\$3,277,261
51 409	Network, Optical Imaging Systems and Solutions	\$5,328,438
51 417	Microphotographic Film, Paper, Chemical Preparation and Equipment	\$741,062
51 501	Needs Assessment and Analysis Services	\$21,271,773
51 503	Education and Training Support Services	\$205,642
51 504	Records Management Services	\$178,157,214
51 505	Document Production On-site and Off-site Services	\$97,794,581
51 506	Document Conversion Services	\$64,580,026
51 507	Destruction Services	\$4,460,568
51 508	Litigation Support Services (LLS)	\$11,268,240
51 509	Network Connectivity Support Services	\$100,363
51 1000	Other Direct Costs	\$8,323,964
51 1001	Introduction of New Products/Services (INPS SIN)	\$14,199,628
51 B36 2A	International - All Equipment under this Schedule	\$7,198,228
165 205	Multimedia Office Cabinets, Displays, & Filing Systems including Pocket Card Frames and Portfolios	\$13,391,004
733 1	Mail Room Management Services	\$20,443,458
733 2	Presort Mail	\$1,606,752
733 3	Miscellaneous Mail Services	\$77,554,360
733 4	List Management Services	\$3,416,499
733 5	Mailroom Ergonomic Analysis Services	\$0
733 6	Mail Screening and Inspection Services	\$694,162

Note: Regulation B-FSS-96

“Ancillary” or “Related” services excludes construction, alteration or repair of buildings, structures, or other real property.

Begin Regulation

**L-FSS-400 INTRODUCTION OF NEW SERVICES/PRODUCTS
(INSP) (NOV 2000)**

(a) Definition.

Introduction of New Services/Products Special Item Number (INSP/SIN) means a new or improved service or product— within the scope of the Federal Supply Schedule, but not currently available under any Federal Supply Service contract— that provides a new service, function, task, or attribute that may provide a more economical or efficient means for Federal agencies to accomplish their mission. It may significantly improve an existing service or product. It may be a service or product existing in the commercial market, but not yet introduced to the Federal Government.

(b) Offerors are encouraged to introduce new services or products via the Introduction of New Services/Products Special Item Number (INSP/SIN). A new or improved service or product can be offered at anytime. Offerors are requested to clearly identify the INSP/SIN item in the offer.

(c) The Contracting Officer will evaluate and process the INSP/SIN offer. A technical review may be performed. Offerors may be required to demonstrate that the service or product can provide a more economical or efficient means for Federal agencies to accomplish their mission. The Contracting Officer has the sole discretion to determine whether a product or service will be accepted as an INSP/SIN item. The INSP/SIN provides temporary placement until the new service or product can be formally categorized.

(d) If the Contractor has an existing Multiple Award Schedule contract, the Government may, at the sole discretion of the Contracting Officer, modify the existing contract to include the INSP/SIN item in accordance with 552.243-72, Modifications (Multiple Award Schedule).

Begin Regulation

L-FSS-59 AWARD (APR 1984)

Until a formal notice of award is issued, no communication by the Government, whether written or oral, shall be interpreted as a promise that an award will be made.

Part IV - EVALUATION FACTORS FOR CONTRACT AWARD

Begin Regulation

552.212-73 EVALUATION—COMMERCIAL ITEMS (MULTIPLE AWARD SCHEDULE) (AUG 1997)

(a) The Government may make multiple awards for the supplies or services offered in response to this solicitation that meet the definition of a "commercial item" in FAR 52.202-1. Awards may be made to those responsible offerors that offer reasonable pricing, conforming to the solicitation, and will be most advantageous to the Government, taking into consideration the multiplicity and complexity of items of various manufacturers and the differences in performance required to accomplish or produce required end results, production and distribution facilities, price, compliance with delivery requirements, and other pertinent factors. By providing a selection of comparable supplies or services, ordering activities are afforded the opportunity to fulfill their requirements with the item(s) that constitute the best value and that meet their needs at the lowest overall cost.

(b) A written notice of award or acceptance of an offer, mailed or otherwise furnished to the offeror within the time for acceptance specified in the offer, shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.

Part V - OFFEROR REPRESENTATIONS & CERTIFICATION

Prospective offerors for this solicitation are required to register with the Online Representation and Certifications Application (ORCA) database at <https://orca.bpn.gov>. (Changes particular to this solicitation should be noted in the Vendor Response Document.)

Begin Regulation

52.212-3 OFFEROR REPRESENTATIONS AND CERTIFICATIONS -- COMMERCIAL ITEMS (JUN 2008)

An offeror shall complete only paragraph (b) of this provision if the offeror has completed the annual representations and certifications electronically at <http://orca.bpn.gov>. If an offeror has not completed the annual representations and certifications electronically at the ORCA website, the offeror shall complete only paragraphs (c) through (m) of this provision.

(a) *Definitions.* As used in this provision --

"Emerging small business" means a small business concern whose size is no greater than 50 percent of the numerical size standard for the NAICS code designated.

"Forced or indentured child labor" means all work or service --

- (1) Exacted from any person under the age of 18 under the menace of any penalty for its nonperformance and for which the worker does not offer himself voluntarily; or
- (2) Performed by any person under the age of 18 pursuant to a contract the enforcement of which can be accomplished by process or penalties.

"Manufactured end product" means any end product in Federal Supply Classes (FSC) 1000-9999, except --

- (1) FSC 5510, Lumber and Related Basic Wood Materials;
- (2) Federal Supply Group (FSG) 87, Agricultural Supplies;
- (3) FSG 88, Live Animals;
- (4) FSG 89, Food and Related Consumables;
- (5) FSC 9410, Crude Grades of Plant Materials;
- (6) FSC 9430, Miscellaneous Crude Animal Products, Inedible;
- (7) FSC 9440, Miscellaneous Crude Agricultural and Forestry Products;
- (8) FSC 9610, Ores;
- (9) FSC 9620, Minerals, Natural and Synthetic; and
- (10) FSC 9630, Additive Metal Materials.

"Place of manufacture" means the place where an end product is assembled out of components, or otherwise made or processed from raw materials into the finished product that is to be provided to the Government. If a product is disassembled and reassembled, the place of reassembly is not the place of

manufacture.

"Restricted business operations" --

(1) Means business operations in Sudan that include power production activities, mineral extraction activities, oil-related activities, or the production of military equipment, as those terms are defined in the Sudan Accountability and Divestment Act of 2007 (Pub. L. 110-174).

Restricted business operations do not include business operations that the person conducting the business can demonstrate --

(i) Are conducted under contract directly and exclusively with the regional government of southern Sudan;

(ii) Are conducted pursuant to specific authorization from the Office of Foreign Assets Control in the Department of the Treasury, or are expressly exempted under Federal law from the requirement to be conducted under such authorization;

(iii) Consist of providing goods or services to marginalized populations of Sudan;

(iv) Consist of providing goods or services to an internationally recognized peacekeeping force or humanitarian organization;

(v) Consist of providing goods or services that are used only to promote health or education; or

(vi) Have been voluntarily suspended.

"Service-disabled veteran-owned small business concern" --

(1) Means a small business concern --

(i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

"Small business concern" means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR part 121 and size standards in this solicitation.

"Veteran-owned small business concern" means a small business concern --

(1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and

(2) The management and daily business operations of which are controlled by one or more veterans.

"Women-owned business concern" means a concern which is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of its stock is owned by

one or more women; and whose management and daily business operations are controlled by one or more women.

"Women-owned small business concern" means a small business concern --

(1) That is at least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and

(2) Whose management and daily business operations are controlled by one or more women.

(b) (1) *Annual Representations and Certifications.* Any changes provided by the offeror in paragraph (1)(2) of this provision do not automatically change the representations and certifications posted on the Online Representations and Certifications Application (ORCA) website.

(2) The offeror has completed the annual representations and certifications electronically via the ORCA website at <http://orca.bpn.gov>. After reviewing the ORCA database information, the offeror verifies by submission of this offer that the representations and certifications currently posted electronically at FAR 52.212-3, Offeror Representations and Certifications—Commercial Items, have been entered or updated in the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR 4.1201), except for paragraphs _____.

[Offeror to identify the applicable paragraphs at (c) through (m) of this provision that the offeror has completed for the purposes of this solicitation only, if any.]

These amended representation(s) and/or certifications(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.

Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted on ORCA.]

(c) Offerors must complete the following representations when the resulting contract will be performed in the United States or its outlying areas. Check all that apply.

(1) *Small business concern.* The offeror represents as part of its offer that it _____ is, _____ is not a small business concern.

(2) *Veteran-owned small business concern.* *[Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.]* The offeror represents as part of its offer that it _____ is, _____ is not a veteran-owned small business concern.

(3) *Service-disabled veteran-owned small business concern.* *[Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (c)(2) of this provision.]* The offeror represents as part of its offer that it _____ is, _____ is not a service-disabled veteran-owned small business concern.

(4) *Small disadvantaged business concern.* *[Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.]* The offeror represents, for general statistical purposes, that it _____ is, _____ is not a small disadvantaged business concern as defined in 13 CFR 124.1002.

(5) *Women-owned small business concern.* *[Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.]* The offeror represents that it _____ is, _____ is not a women-owned small business concern.

Note: Complete paragraphs (c)(6) and (c)(7) only if this solicitation is expected to exceed the

simplified acquisition threshold.

(6) *Women-owned business concern (other than small business concern).* [Complete only if the offeror is a women-owned business concern and did not represent itself as a small business concern in paragraph (c)(1) of this provision.] The offeror represents that it _____ is a women-owned business concern.

(7) *Tie bid priority for labor surplus area concerns.* If this is an invitation for bid, small business offerors may identify the labor surplus areas in which costs to be incurred on account of manufacturing or production (by offeror or first-tier subcontractors) amount to more than 50 percent of the contract price:

(8) *Small Business Size for the Small Business Competitiveness Demonstration Program and for the Targeted Industry Categories under the Small Business Competitiveness Demonstration Program.* [Complete only if the offeror has represented itself to be a small business concern under the size standards for this solicitation.]

(i) [Complete only for solicitations indicated in an addendum as being set-aside for emerging small businesses in one of the designated industry groups (DIGs).] The offeror represents as part of its offer that it _____ is, _____ is not an emerging small business.

(ii) [Complete only for solicitations indicated in an addendum as being for one of the targeted industry categories (TICs) or designated industry groups (DIGs).] Offeror represents as follows:

(A) Offeror's number of employees for the past 12 months (check the Employees column if size standard stated in the solicitation is expressed in terms of number of employees); or

(B) Offeror's average annual gross revenue for the last 3 fiscal years (check the Average Annual Gross Number of Revenues column if size standard stated in the solicitation is expressed in terms of annual receipts).

(Check one of the following):

Number of Employees	Average Annual Gross Revenues
____ 50 or fewer	____ \$1 million or less
____ 51-100	____ \$1,000,001-\$2 million
____ 101-250	____ \$2,000,001-\$3.5 million
____ 251-500	____ \$3,500,001-\$5 million
____ 501-750	____ \$5,000,001-\$10 million
____ 751-1,000	____ \$10,000,001-\$17 million
____ Over 1,000	____ Over \$17 million

(9) *[Complete only if the solicitation contains the clause at FAR 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns, or FAR 52.219-25, Small Disadvantaged Business Participation Program -- Disadvantaged Status and Reporting, and the offeror desires a benefit based on its disadvantaged status.]*

(i) *General.* The offeror represents that either --

(A) It _____ is, _____ is not certified by the Small Business Administration as a small disadvantaged business concern and identified, on the date of this representation, as a certified small disadvantaged business concern in the database maintained by the Small Business Administration (PRO-Net), and that no material change in disadvantaged ownership and control has occurred since its certification, and, where the concern is owned by one or more individuals claiming disadvantaged status, the net worth of each individual upon whom the certification is based does not exceed \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); or

(B) It _____ has, _____ has not submitted a completed application to the Small Business Administration or a Private Certifier to be certified as a small disadvantaged business concern in accordance with 13 CFR 124, Subpart B, and a decision on that application is pending, and that no material change in disadvantaged ownership and control has occurred since its application was submitted.

(ii) _____ *Joint Ventures under the Price Evaluation Adjustment for Small Disadvantaged Business Concerns.* The offeror represents, as part of its offer, that it is a joint venture that complies with the requirements in 13 CFR 124.1002(f) and that the representation in paragraph (c)(9)(i) of this provision is accurate for the small disadvantaged business concern that is participating in the joint venture. *[The offeror shall enter the name of the small disadvantaged business concern that is participating in the joint venture:_____.]*

(10) *HUBZone small business concern.* *[Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.]* The offeror represents, as part of its offer, that --

(i) It _____ is, _____ is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material change in ownership and control, principal office, or HUBZone employee percentage has occurred since it was certified by the Small Business Administration in accordance with 13 CFR part 126; and

(ii) It _____ is, _____ is not a joint venture that complies with the requirements of 13 CFR part 126, and the representation in paragraph (c)(10)(i) of this provision is accurate for the HUBZone small business concern or concerns that are participating in the joint venture. *[The offeror shall enter the name or names of the HUBZone small business concern or concerns that are participating in the joint venture:_____.]* Each HUBZone small business concern participating in the joint venture shall submit a separate signed copy of the HUBZone representation.

(d) *Representations required to implement provisions of Executive Order 11246 --*

(1) Previous contracts and compliance. The offeror represents that --

(i) It _____ has, _____ has not participated in a previous contract or subcontract subject to the Equal Opportunity clause of this solicitation; and

(ii) It _____ has, _____ has not filed all required compliance reports.

(2) *Affirmative Action Compliance.* The offeror represents that --

(i) It _____ has developed and has on file, _____ has not developed and does not have on file, at each establishment, affirmative action programs required by rules and regulations of the Secretary of Labor (41 CFR parts 60-1 and 60-2), or

(ii) It _____ has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

(e) *Certification Regarding Payments to Influence Federal Transactions (31 U.S.C. 1352).* (Applies only if the contract is expected to exceed \$100,000.) By submission of its offer, the offeror certifies to the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress on his or her behalf in connection with the award of any resultant contract. If any registrants under the Lobbying Disclosure Act of 1995 have made a lobbying contact on behalf of the offeror with respect to this contract, the offeror shall complete and submit, with its offer, OMB Standard Form LLL, Disclosure of Lobbying Activities, to provide the name of the registrants. The offeror need not report regularly employed officers or employees of the offeror to whom payments of reasonable compensation were made.

(f) *Buy American Act Certificate.* (Applies only if the clause at Federal Acquisition Regulation (FAR) 52.225-1, Buy American Act Supplies, is included in this solicitation.)

(1) The offeror certifies that each end product, except those listed in paragraph (f)(2) of this provision, is a domestic end product and that the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The offeror shall list as foreign end products those end products manufactured in the United States that do not qualify as domestic end products. The terms "component," "domestic end product," "end product," "foreign end product," and "United States" are defined in the clause of this solicitation entitled "Buy American Act -- Supplies."

(2) Foreign End Products:

Line Item No.	Country of Origin
(List as Necessary)	

(3) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25.

(g) (1) *Buy American Act -- Free Trade Agreements -- Israeli Trade Act Certificate.* (Applies only if the clause at FAR 52.225-3, Buy American Act -- Free Trade Agreements -- Israeli Trade Act, is included in this solicitation.)

(i) The offeror certifies that each end product, except those listed in paragraph (g)(1)(ii) or (g)(1)(iii) of this provision, is a domestic end product and that the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The terms "Bahrainian or Moroccan end product," "component," "domestic end product," "end product," "foreign end product,"

“Free Trade Agreement country,” “Free Trade Agreement country end product,” “Israeli end product,” and “United States” are defined in the clause of this solicitation entitled “Buy American Act -- Free Trade Agreements -- Israeli Trade Act.”

(ii) The offeror certifies that the following supplies are Free Trade Agreement country end products (other than Bahrainian or Moroccan end products) or Israeli end products as defined in the clause of this solicitation entitled “Buy American Act -- Free Trade Agreements -- Israeli Trade Act”:

Free Trade Agreement Country End Products (Other than Bahrainian or Moroccan End Products) or Israeli End Products:

Line Item No.	Country of Origin
(List as Necessary)	

(iii) The offeror shall list those supplies that are foreign end products (other than those listed in paragraph (g)(1)(ii) of this provision) as defined in the clause of this solicitation entitled “Buy American Act -- Free Trade Agreements -- Israeli Trade Act.” The offeror shall list as other foreign end products those end products manufactured in the United States that do not qualify as domestic end products.

Other Foreign End Products:

Line Item No.	Country of Origin
(List as Necessary)	

(iv) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25.

(2) *Buy American Act -- Free Trade Agreements -- Israeli Trade Act Certificate, Alternate I.* If Alternate I to the clause at FAR 52.225-3 is included in this solicitation, substitute the following paragraph (g)(1)(ii) for paragraph (g)(1)(ii) of the basic provision:

(g)(1)(ii) The offeror certifies that the following supplies are Canadian end products as defined in the clause of this solicitation entitled “Buy American Act -- Free Trade Agreements -- Israeli Trade Act”:

Canadian End Products:

Line Item No.

(List as Necessary)

(3) *Buy American Act -- Free Trade Agreements --Israeli Trade Act Certificate, Alternate II.* If Alternate II to the clause at FAR 52.225-3 is included in this solicitation, substitute the following paragraph (g)(1)(ii) for paragraph (g)(1)(ii) of the basic provision:

(g)(1)(ii) The offeror certifies that the following supplies are Canadian end products or Israeli end products as defined in the clause of this solicitation entitled “Buy American Act -- Free Trade Agreements -- Israeli Trade Act”:

Canadian or Israeli End Products:

Line Item No.	Country of Origin
(List as Necessary)	

(4) *Trade Agreements Certificate.* (Applies only if the clause at FAR 52.225-5, Trade Agreements, is included in this solicitation.)

(i) The offeror certifies that each end product, except those listed in paragraph (g)(4)(ii) of this provision, is a U.S.-made or designated country end product, as defined in the clause of this solicitation entitled “Trade Agreements.”

(ii) The offeror shall list as other end products those end products that are not U.S.-made or designated country end products.

Other End Products:

Line Item No.	Country of Origin
(List as Necessary)	

(iii) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25. For line items covered by the WTO GPA, the Government will evaluate offers of U.S.-made or designated country end products without regard to the restrictions of the Buy American Act. The Government will consider for award only offers of U.S.-made or designated country end products unless the Contracting Officer determines that there are no offers for such products or that the offers for such products are insufficient to fulfill the requirements of the solicitation.

(h) *Certification Regarding Debarment, Suspension or Ineligibility for Award (Executive Order 12689).* The offeror certifies, to the best of its knowledge and belief, that the offeror and/or any of its principals--

- (1) _____ Are, _____ are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency; and
- (2) _____ Have, _____ have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and
- (3) _____ Are, _____ are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses.

(i) *Certification Regarding Knowledge of Child Labor for Listed End Products (Executive Order 13126).* [The Contracting Officer must list in paragraph (i)(1) any end products being acquired under this solicitation that are included in the List of Products Requiring Contractor Certification as to Forced or Indentured Child Labor, unless excluded at 22.1503(b).]

(1) *Listed end products.*

End Product	Country of Origin
(List as Necessary)	

(2) *Certification.* [If the Contracting Officer has identified end products and countries of origin in paragraph (i)(1) of this provision, then the offeror must certify to either (i)(2)(i) or (i)(2)(ii) by checking the appropriate block.]

_____ (i) The offeror will not supply any end product listed in paragraph (i)(1) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product.

_____ (ii) The offeror may supply an end product listed in paragraph (i)(1) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product. The offeror certifies that it has made a good faith effort to determine whether forced or indentured child labor was used to mine, produce, or manufacture any such end product furnished under this contract. On the basis of those efforts, the offeror certifies that it is not aware of any such use of child labor.

(j) *Place of Manufacture.* (Does not apply unless the solicitation is predominantly for the acquisition of manufactured end products.) For statistical purposes only, the offeror shall indicate whether the place of manufacture of the end products it expects to provide in response to this solicitation is predominantly—

- (1) _____ In the United States (Check this box if the total anticipated price of offered end products manufactured in the United States exceeds the total anticipated price of offered end products manufactured outside the United States); or

(2) _____ Outside the United States.

(k) Certificates regarding exemptions from the application of the Service Contract Act. (Certification by the offeror as to its compliance with respect to the contract also constitutes its certification as to compliance by its subcontractor if it subcontracts out the exempt services.)

[The contracting officer is to check a box to indicate if paragraph (k)(1) or (k)(2) applies.]

X (1) Maintenance, calibration, or repair of certain equipment as described in FAR 22.1003-4(c)(1). The offeror _____ does _____ does not certify that--

(i) The items of equipment to be serviced under this contract are used regularly for other than Governmental purposes and are sold or traded by the offeror in substantial quantities to the general public in the course of normal business operations;

(ii) The services will be furnished at prices which are, or are based on, established catalog or market prices (see FAR 22.1003-4(c)(2)(ii)) for the maintenance, calibration, or repair of such equipment; and

(iii) The compensation (wage and fringe benefits) plan for all service employees performing work under the contract will be the same as that used for these employees and equivalent employees servicing the same equipment of commercial customers.

X (2) Certain services as described in FAR 22.1003-4(d)(1). The offeror _____ does _____ does not certify that--

(i) The services under the contract are offered and sold regularly to non-Governmental customers, and are provided by the offeror (or subcontractor in the case of an exempt subcontract) to the general public in substantial quantities in the course of normal business operations;

(ii) The contract services will be furnished at prices that are, or are based on, established catalog or market prices (see FAR 22.1003-4(d)(2)(iii));

(iii) Each service employee who will perform the services under the contract will spend only a small portion of his or her time (a monthly average of less than 20 percent of the available hours on an annualized basis, or less than 20 percent of available hours during the contract period if the contract period is less than a month) servicing the Government contract; and

(iv) The compensation (wage and fringe benefits) plan for all service employees performing work under the contract is the same as that used for these employees and equivalent employees servicing commercial customers.

(3) If paragraph (k)(1) or (k)(2) of this clause applies--

(i) If the offeror does not certify to the conditions in paragraph (k)(1) or (k)(2) and the Contracting Officer did not attach a Service Contract Act wage determination to the solicitation, the offeror shall notify the Contracting Officer as soon as possible; and

(ii) The Contracting Officer may not make an award to the offeror if the offeror fails to execute the certification in paragraph (k)(1) or (k)(2) of this clause or to contact the Contracting Officer as required in paragraph (k)(3)(i) of this clause.

(l) *Taxpayer Identification Number (TIN)* (26 U.S.C. 6109, 31 U.S.C. 7701). (Not applicable if the offeror is required to provide this information to a central contractor registration database to be eligible for award.)

(1) All offerors must submit the information required in paragraphs (l)(3) through (l)(5) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the Internal Revenue Service (IRS).

(2) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(3) *Taxpayer Identification Number (TIN).*

_____ TIN: _____.

_____ TIN has been applied for.

_____ TIN is not required because:

_____ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

_____ Offeror is an agency or instrumentality of a foreign government;

_____ Offeror is an agency or instrumentality of the Federal Government.

(4) Type of organization.

_____ Sole proprietorship;

_____ Partnership;

_____ Corporate entity (not tax-exempt);

_____ Corporate entity (tax-exempt);

_____ Government entity (Federal, State, or local);

_____ Foreign government;

_____ International organization per 26 CFR 1.6049-4;

_____ Other _____.

(5) Common parent.

_____ Offeror is not owned or controlled by a common parent;

_____ Name and TIN of common parent:

Name _____.

TIN _____.

(m) Restricted business operations in Sudan. By submission of its offer, the offeror certifies that it does

not conduct any restricted business operations in Sudan.